



EXHIBITOR MANUAL

IMPORTANT DEADLINES:

- | | |
|-------------------------|---------------------------------|
| 7 January 2020 | Company and product description |
| 31 January 2020 | Submissions of the booth layout |
| 28 February 2020 | Orders of additional services |
| 13 March 2020 | Exhibitor registration |



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Attachments:

- *Exhibitors Manual - Order Forms*
- *Short Company Description Template*
- *Exhibitor Registration Excel Template*
- *Freight forwarder and Customs Affairs- Shipping Instructions ExpoLog Geneva SA*
- *Lead System/Badge Scanner - CTI*
- *Hostess booking form - KTNM*



1) CONGRESS VENUE

1.1. VENUE ADDRESS

Palexpo

Route François-Peyrot 30
CH-1218 Grand-Saconnex, Geneva, Switzerland
Web: www.palexpo.ch

(Please refer to access and situation plans on page 4 to 6)

1.2. DELIVERY ADDRESS

Palexpo, Hall 1, elcc 2020

Access for exhibitors and standbuilders

- **Pedestrian access:** access to Hall 1 from the front of the venue via the Entrance Hall, Doors E1 (No vehicles)
- **Goods entry / vehicle access:** access to Hall 1 from the back of the venue, via parking lot P13, Gate 14

Trucks can drive into the hall and deliver goods but no parking in the hall!

Forwarding agent / Storage and customs affairs:

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

Mr. David Strippoli

Tel.: +41 (0) 22 798 13 01

Fax: +41 (0) 22 798 13 87

E-Mail: info@expolog-geneva.ch or david.strippoli@expolog-geneva.ch

Notify: elcc 2020 / Exhibitors Name / Hall / Stand Number

For detailed information regarding shipments please refer to the shipping instructions.

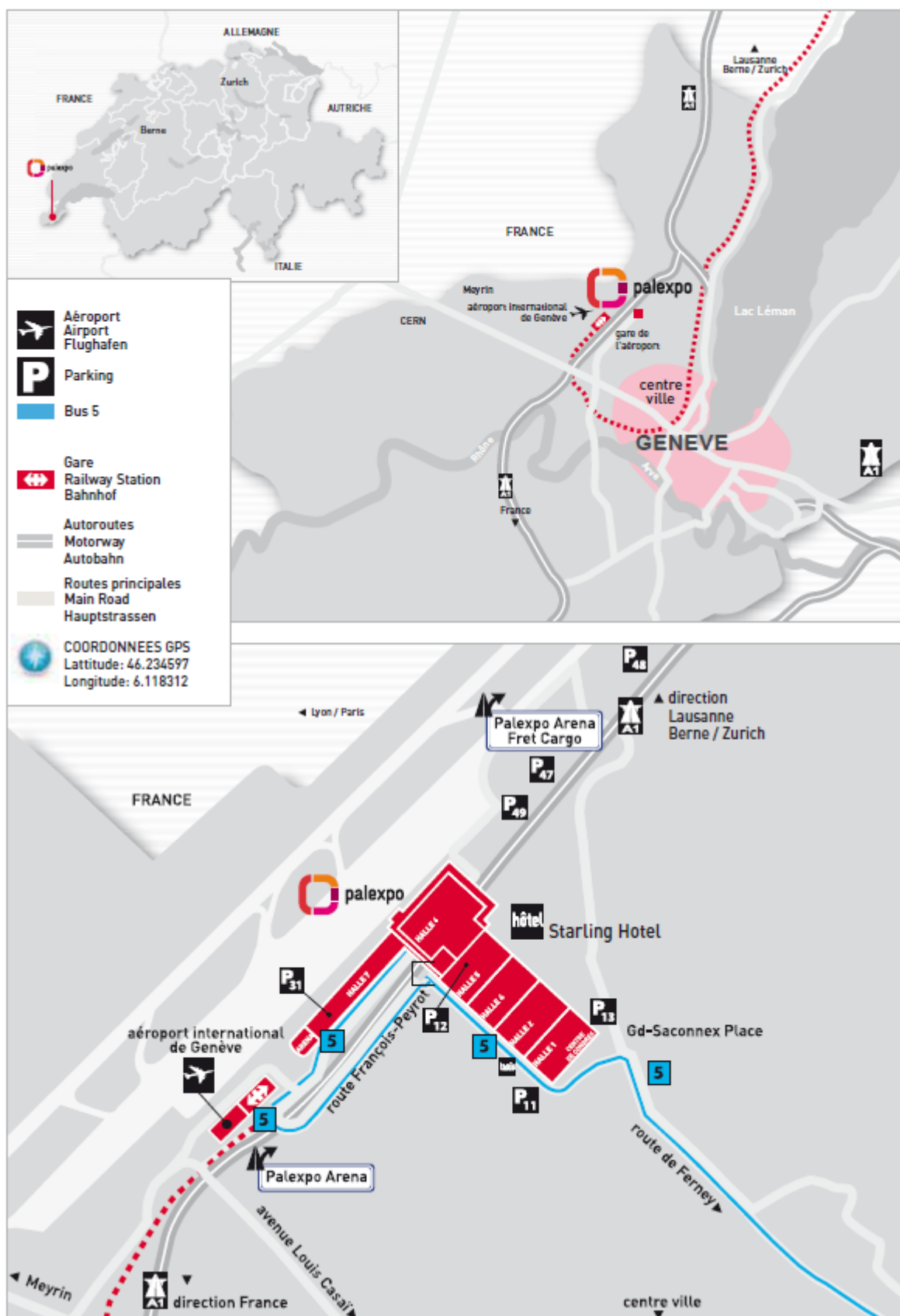
1.3. PARKING

Parking rates at Palexpo:

- 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 and dismantling day is offered.

Tickets are available on site at the Palexpo Exhibitors' Contact, 1st Floor Administration Building (across from Door E3 - open 08.00-12.00 / 13.30-17.30 weekdays).





PLAN DE SITUATION
SITUATION MAP
LAGEPLAN



LÉGENDE - LEGEND - LEGENDE



ENTRÉES VISITEURS
VISITORS ENTRANCES
BESUCHER-EINGANG



ACCÈS MARCHANDISES
GOODS ACCESS
WARENZUFUHR



ACCÈS PIÉTONS
PEDESTRIAN ACCESS
FUSSGÄNGERZUGANG



ROUTE
ROAD
STRASSE



ACCÈS PARKING
CAR PARK ACCESS
PARKHAUSZUFUHR



AÉROPORT INTERNATIONAL DE GENÈVE
GENEVA INTERNATIONAL AIRPORT
INTERNATIONALER FLUGHAFEN GENÈVE



GARE CFF GENÈVE-AÉROPORT
GENEVA-AIRPORT TRAIN STATION
BAHNHOF GENÈVE-FLUGHAFEN

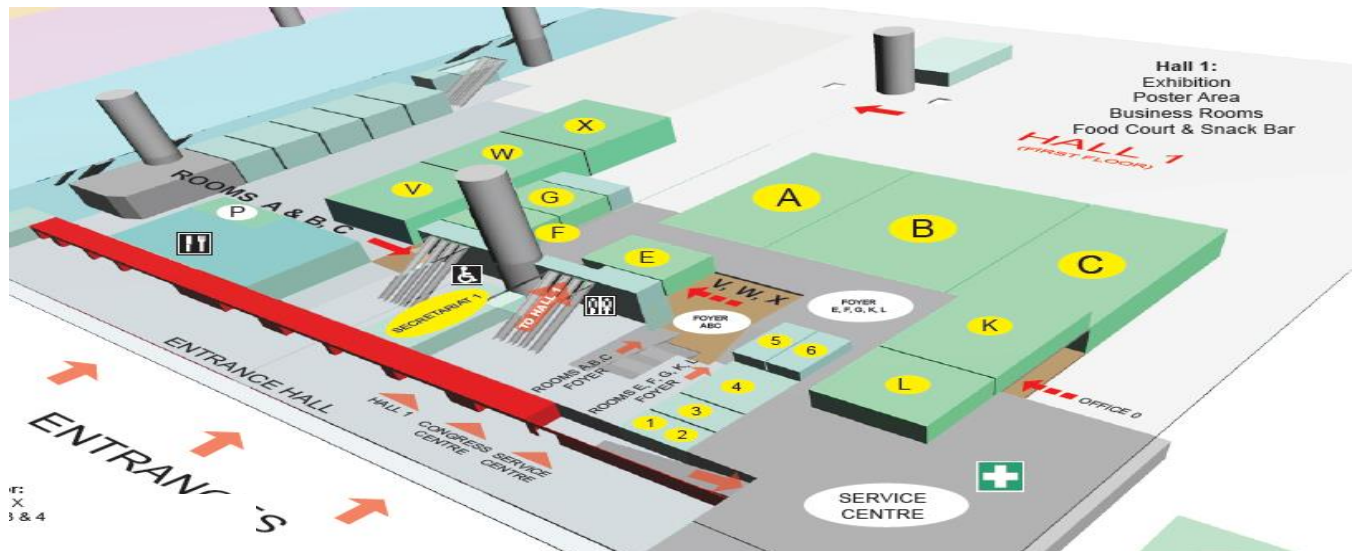


AUTOROUTE
MOTORWAY
AUTOBAHN





ELCC areas:



Registration area: <ul style="list-style-type: none"> Main entrance hall foyer 	Session halls: <ul style="list-style-type: none"> A → 650 seats B → 1000 seats C → 650 seats W → 400 seats X → 400 seats K → 230 seats 	Meet the investigator Studio: <ul style="list-style-type: none"> L → 80 seats Exhibition area, Poster area, Business Rooms and Food Court: <ul style="list-style-type: none"> Hall 1 	Meeting rooms <ul style="list-style-type: none"> Room E Room F Room G Offices 5 and 6 Villa Sarasin
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2) IMPORTANT ADDRESSES

2.1. EXHIBITION MANAGEMENT & EXHIBITOR REGISTRATION

MAW (Medizinische Ausstellungs- und Werbegesellschaft)
International Exhibitions & Advertising
Freyung 6
1010 Vienna, Austria

Ms. Nicole Lehner - ext. 20 (general planning, logistics, additional orders and exhibitor registration, company description)

Ms. Andrea Etz - ext. 42 (general planning, stand approval, logistics)

Tel.: +43 (0) 1 536 63 + direct exts.

Fax: +43 (0) 1 535 60 16

E-mail: maw@media.co.at

The following services will be handled by MAW:

- Stand approval
- Additional services for the booth (electricity, furniture etc. please refer to the order forms)
- Exhibitor badges
- Company and product description

As of Monday, April 8, 2020 the Exhibition Service Desk at Palexpo will be open, and from this time on you can reach us at our mobile phone numbers:

Nicole Lehner: +43 (0) 664 855 68 91

Andrea Etz: +43 (0) 664 463 04 48

2.2. CONGRESS MANAGEMENT

ELCC Secretariat
c/o ESMO Head Office
Via Ginevra 4
6900 Lugano, Switzerland
elcc@esmo.org

Sponsorship and Industry relations

Nikolaj Tomma nikolaj.tomma@esmo.org

Yvonne Giovanelli yvonne.giovanelli@esmo.org

+41 (0) 91 973 19 69

Operations Management

Alessia Mora alessia.mora@esmo.org

+41 (0) 91 973 19 17

Concetta di Parenti concetta.diparenti@esmo.org

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Scientific Programme Management

Kate Kronig kate.kronig@esmo.org

+41 (0) 91 973 19 19

Federica Frigerio federica.frigerio@esmo.org

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Registration Management

Nicole Bullo elcc.registration@esmo.org

+41 (0) 91 973 19 39

ELCC Merit Awards

Valentina Meier travelgrants@esmo.org

+41 (0) 91 973 19 63

Media Relations

Press office media@esmo.org

+41 (0) 91 973 55 71



2.3. ACCOMMODATION, OPTIONAL TOURS

Kuoni Global Travel Services AG
Geneva Business Center
Av. des Morgines 12
CH - 1213 Petit Lancy, Switzerland
Tel.: +41 (0) 58 458 65 65
E-mail: esmo@kuoni-congress.com

2.4. INTERNATIONAL FREIGHT FORWARDING AGENT / ON-SITE HANDLING AGENT AND ALL CUSTOMS AFFAIRS

ExpoLog Geneva SA
Palexpo Genève
30 Route François Peyrot
CH - 1218 Grand Saconnex, Geneva, Switzerland
Mr. David Strippoli
Tel.: +41 (0) 22 798 13 01
Fax: +41 (0) 22 798 13 87
E-Mail: info@expolog-geneva.ch or david.strippoli@expolog-geneva.ch

2.5. CATERING (EXCLUSIVE) FOR EXHIBITION STANDS & 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 Restaurants
Route François-Peyrot 30
CH-1218 Grand-Saconnex, Geneva, Switzerland
Tel.: +41 (0) 22 761 15 00
Fax: +41 (0) 22 798 07 43
E-mail: restaurants@palexpo.ch

Contact for on-stand deliveries: Patricia Putois

Tel.: +41 (0) 22 761 1514
E-mail: patricia.putois@palexpo.ch

Full range of products and services available on pdf order form

Contact for Catering services (coffee breaks, cocktails, etc. served on stands): Angela Gautschi

Tel.: +41 (0) 22 761 11 11
E-Mail: angela.gautschi@palexpo.ch

2.6. LEAD SYSTEM / BADGE SCANNER

CTI Meeting Technology GmbH
Nussdorferstraße 20/22
1090 Vienna, Austria
Ms. Tamara Dworschak
Tel.: +43 1 319 69 99-0
Fax: +43 1 319 69 99 33
Email: t.dworschak@ctimeetingtech.com or leadsystem@ctimeetingtech.com



2.7. HOSTESS SERVICES

KTNM Concepts, Sàrl
2 Chemin de Taverney
Case Postale 211
CH-1218 Le Grand-Saconnex, Geneva, Switzerland
Ms. Katrin D. Niehaus,
Tel.: +41 (0)22 787 05 77
Fax: +41 (0)22 787 05 78
E-mail: info@ktnm.com

3) TIME SCHEDULE

3.1. EXHIBITION

IMPORTANT INFORMATION: wearing helmets and safety shoes are required during build-up and dismantling of any event inside of Palexpo. Further measures have to be adapted to article 82 BUV/LAA (RS 832.20 Federal legislation for accident insurance).

SET-UP

Monday, April 13 08:00 - 20:00
Tuesday, April 14 08:00 - 17:00

ATTENTION! Please note that all constructions must be completed by 17.00, goods must be removed from aisles as carpets will be installed from 17.00 hrs on.

Wednesday, April 15 08:00 - 11:30

ATTENTION! Only light stand decoration possible. No crates are allowed to be brought in.

Please be aware that trucks over 3.5t are not allowed to drive on public roads on bank holidays and Sundays (Monday April 13 is a bank holiday - Easter Monday). Please check the driving restrictions for trucks on your route and take the necessary steps.

As exception we can confirm a parking permit for all trucks staying from Saturday, April 11 until Tuesday April 14 without any fees. The trucks will be allowed to stay on parking lot P13.

We kindly ask you to inform us about your arrival day until March 13, 2020.

VERY IMPORTANT: Removal of waste (packing material, boxes, plastics, pallets, construction waste, carpet, etc.) is not included. Every exhibitor / standbuilder has to take care of their waste removal. Official garbage bags & containers can be ordered at extra costs. Please refer to the appropriate order form.

MAW reserves the right to charge exhibitors / standbuilders who do not remove their waste for the extra costs that will occur for the cleaning and removal of their waste.

EXHIBITION AREA HOURS

Wednesday, April 15 12:45 - 17:00
Thursday, April 16 08:30 - 17:00
Friday, April 17 09:00 - 17:00

Access times for Exhibitors: Staff holding exhibitor badges may enter the exhibition halls one hour before the official opening, and must leave the halls at 18.00 hrs.



DISMANTLING

Friday, April 17 18:45 - Saturday, April 18, 08:00 am.

From 17:00 hrs very limited dismantling possible - delivery of only small quantity of empties (small cases) - **No big crates before 18:45 hrs**

Dismantling on Saturday upon request- please contact MAW!

COFFEE AND LUNCHES BREAKS *

Wednesday, April 15 16:00 - 16:30

Thursday, April 16 10:45 - 11:15, 12:45 - 13:30 and 16:15 - 16:45

Friday, April 17 10:15 - 10:45, 12:15 - 13:00 and 16:15 - 16:45

Saturday, April 18 11:10 - 11:30 (this service will be available in Foyer ABC, not in the exhibition hall)

Coffee and lunches can be purchased in the exhibition area.

**Times are subject to changes. For final times please refer to the onsite programme book*

3.2. EXHIBITION SERVICE DESK - opening hours

Monday, April 13 08:00 - 20:00

Tuesday, April 14 to Thursday, April 16 08:00 - 17:00

Friday, April 17 08:00 - 22:00

3.3. EXHIBITION REGISTRATION - opening hours

Tuesday, April 14 in the afternoon upon request

Wednesday, April 15 09:30 - 18:00

Thursday, April 16 and Friday, April 17 07:30 - 18:00



4) EXHIBITOR REGISTRATION

Owners, representatives and employees of exhibiting firms are entitled to request an unlimited number of “exhibitor” badges free of charge. Beside the exhibition, the “exhibitors” badge authorizes access to the Industry Satellite symposia.

To order your exhibitor badges and register your staff, please fill out the attached excel template and return it by e-mail to: maw@media.co.at by **March 13, 2020**.

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

Exhibitor badges are distributed onsite only at the Exhibitor Registration Desk (in the main entrance). They will be handed over all together to one company representative who will be 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 a badge will be allowed!!**

No reprints of badges or exceptions for entry will be made!

Staff holding exhibitor badges may enter the exhibition halls one hour before the official opening, and must leave the halls at 18.00 hrs.

Staff holding congress registration badges are only allowed to enter the exhibition hall during the official opening times of the exhibition.

Exhibitor badge **does not authorize entrance to the official sessions of the Congress or access to other benefits offered to fully registered delegates**. To register fully to the Congress, please visit the registration section:

<https://www.esmo.org/Conferences/European-Lung-Cancer-Congress-2020/Registration>



5) SHORT COMPANY DESCRIPTION

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

All Exhibitors are kindly invited to send to maw@media.co.at the company details by **January 7, 2020**, as follow:

- company name **to be listed online and in the programme book**
- 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 congress program book.

6) VENUE SPECIFICATIONS

7.1. VENUE SPECIFICATIONS / HALL INFORMATION

Hall 1 - Exhibition Hall

Hall height:	12.00 m
Max. Standbuilding height:	please refer to 7.1.2.
Maximum floor load:	500 kg /sqm
Floor:	concrete slab, Rodal floor covering

Flooring

a) Carpets

When laying carpet/mats only easy to-remove two-sided adhesive tape which does not leave residues on the floor are allowed. **Carpet or any other floor covering is obligatory!**

b) Height of flooring

The height of the flooring may reach a maximum of 15 cm as long as this matches the height of the flooring of the stand bordering the aisle. The flooring must have a clean finish and a 6% ramp at both ends. This flooring should not bear any identification or advertising.

Floorboxes

All services (telecommunications, compressed air, water and drainage, electricity, etc.), will be supplied from the closest possible floorbox. In cases of installing wooden flooring or another type of elevated or technical flooring in the surface of the stand, please make sure that the floorbox used for your supply can be accessed in case of an issue with the connection.

IMPORTANT:

Water connection: Not feasible in all areas, therefore on request! If the connection must be laid from a neighbouring stand and this stand does not have a double floor - **the cost for a wooden platform must be covered by the company requesting the water connection.** Please provide detailed drawings with the exact position.



7) STANDBUILDING RULES

7.1. STANDBUILDING RULES

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 MAW 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.

7.1.1. 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 / MAW 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 aways' 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 MAW. ESMO and MAW reserve the right to stop such activities on the booth immediately, if they are blocking passageways around the booth area.
- Exhibits must be staffed at all times during the hours of Exhibition. The Exhibition areas are to be used only during the specified opening hours.

7.1.2. STAND BUILDING HEIGHTS

Standard Stand building height: 2.5 m

Stand height allowance is in direct proportion to the sqm floor area of each stand and is subject to stand design approval by MAW:

- 9 sqm - 24 sqm: maximum 2.5 m
- 25 sqm - 45 sqm: maximum 3 m
- 46 sqm - 66 sqm: maximum 3.5 m
- 67 sqm - 87 sqm: maximum 4 m
- 88 sqm - 100 sqm: maximum 5 m

Generally speaking, should MAW consider that an item of the stand will obstruct visibility of neighbouring stands, MAW reserves the right to ask for any modification.

7.1.3. SEPARATION WALLS

All stands **must be separated from the neighbouring stand(s) by means of a separation wall.** The separation wall can be provided by the exhibitor or can be ordered with the appropriate order form at extra costs. This separation wall shall be finished on the inside as well as on the outside.

7.1.4. SUSPENSION FROM THE CEILING

For ELCC 2020, exhibitors with a stand size **larger than 63 sqm** will be able to benefit from the possibility of having a portion of their stand design suspended.

Upper edge of the banner: 6,0 m

Max. allowed height of the banner: 1,0 m

In case of a truss the truss will be fixed at: 7,0 m

Lighting can be placed within the supporting truss / banner structure as long as the light is focused / points on the designated stand space and does not affect neighbouring stands or the aisles.



7.1.5. SUBMISSION OF CONSTRUCTION PLANS / STAND DESIGN

Every exhibitor must submit an exact statement of the dimensions of their stand, as well as plans and descriptions of their stand.

This information must be sent to MAW by email to maw@media.co.at before **January 31, 2020**.

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
- a SCALED side view drawing
- a three-dimensional drawing (or photograph)

Indicating the various heights and the open / transparent spaces will, in principle, be sufficient. If special construction is planned (information towers, moving parts, etc.), additional information will have to be submitted.

No approval by MAW means no permission to construct the stand - resulting costs are entirely at the exhibitors' expense.

The aisles in the exhibition hall will be carpeted and therefore it's important for all stands to be well finished.

Carpet or any other floor covering is obligatory.

7.1.6. TYPE OF STAND / SPACE

• Row stand

The standard height of side and back walls is according to the height table 7.1.2. (including platform / raised floor). These separation walls shall be finished on the inside as well as on the outside.

Individual stand elements within the booth area (please refer to 7.1.2.) may be planned with the maximum height. **Stand construction has to be approved by MAW - please refer to 7.1.5.**

• Corner stand

According to international custom, a corner booth shall be built open on 2 sides.

At the 2 open sides, any solid walls should not be longer than 1/3 of the length of the sides and inset by 30 cm within the stand perimeter. Exceptions are only allowed with special permission from MAW and only if they do not interfere with other exhibitors. Therefore construction plans for approval are required as soon as possible. The standard height of side and back walls is according to the height table 7.1.2. (including platform / raised floor). These separation walls shall be finished on the inside as well as on the outside.

Individual stand elements within the booth area (please refer to 7.1.2.) may be planned with the maximum height. **Stand construction has to be approved by MAW - please refer to 7.1.5.**

• Peninsula stand

According to international custom, peninsula booths shall be built open on 3 sides and should be fully accessible on all open sides. At the 3 open sides, any solid walls are only allowed with special permission of MAW. Any solid walls should not be longer than 1/3 of the length of the sides and



insert by 30 cm within the stand perimeter. MAW 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 (exceptions possible depending on the location of the stand and only after approval by MAW). 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 is likely to be approved. Therefore construction plans for approval are required as soon as possible.

The standard height of side and back walls towards neighbouring booths is according to the height table under 7.1.2. (including platform/raised floor). These separation walls shall be finished on the inside as well as on the outside. Approval by MAW needed.

Individual stand elements within the booth area (please refer to 7.1.2.) may be planned with the maximum height. **Stand construction has to be approved by MAW - please refer to 7.1.5.**

• Island stand

According to international custom, island booths shall be built open on 4 sides and should be fully accessible on all open sides. Any solid walls should not be longer than 1/3 of the length of the sides and insert by 30 cm within the stand perimeter. MAW 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 (exceptions possible depending on the location of the stand and only after approval by MAW). 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 is likely to be approved. Therefore construction plans for approval are required as soon as possible

The standard height of side and back walls towards neighbouring booths is according to the height table under 7.1.2. (including platform/raised floor). These separation walls shall be finished on the inside as well as on the outside. Approval by MAW needed.

Individual stand elements within the booth area (please refer to 7.1.2.) may be planned with the maximum height. **Stand construction has to be approved by MAW - please refer to 7.1.5.**

7.1.7. FURTHER CONSTRUCTION REGULATIONS

- MAW reserves the right to cancel stand construction and require changes in accordance with approved drawings and described stand concept.
- No structure of an exhibit or stand may project on any side beyond the limits of the stand location.
- No signs may project beyond the delimiting walls of the stand, and each exhibitor must avoid hindering the view or entrance way of neighbouring stands.
- No obstruction of the gangways and aisles shall be permitted. Special care must be taken to avoid lights or spotlights that are annoying to visitors or neighbouring stands.
- Audio-visual and other sound and attention-getting devices will be permitted only in those locations that the visitor viewing will be in the booth and not impeding aisle traffic and in such intensity as, in the opinion of the Exhibition Organisers, they do not interfere with the activities of the neighbouring exhibitors.
- Exhibits or other devices which emit sound, light or smell must be operated and controlled so as not to irritate other exhibitors.
- MAW reserves the right to issue further instructions concerning the design of stands.

7.1.8. FIRE CERTIFICATES

All material used to set up the stand (partitions, backdrops, structures, platforms, linings, fabrics, curtains, false ceiling etc.) must be fireproof or made fireproof. Depending on how they are used, the materials must respond to the follow reaction to fire classes:



- Class 1: walls, curtains, false ceilings and ceilings, platforms and their coverings
- Class 2: coverings in direct contact with the floor of the hall, such as linoleum, fitted carpets etc.

Non-fireproof plastics, reed mats, rush matting, lattices, articles made with cardboard and cardboard derivatives, blinds made from thin wooden slats (Venetian) or the like may not be used as these materials are not flameproof. If materials are not fireproof they must be specially treated with fireproofing products.

Please bring the appropriate certificates on site for all the materials you use.

7.1.9. RAISED FLOORS, STAIRS AND RAMPS WITHIN EXHIBITS

The following regulations are essential to reduce the frequency of slip and trip incidences.

General regulations relating to raised floors and ramped edges are as follows:

- All raised floor sections must be clearly distinguishable from areas of the surrounding floor space.
- All raised floor sections or ramped edges must not contain sharp or dangerous edges and must not cause a trip hazard.
- Ramped edges should be of non-slip construction or coated with a non-slip finish.
- Thin decorative flooring such as carpet, vinyl, matting, wood or the like, must have the edges taped down or firmly secured, and must not be deemed to cause a trip hazard.
- Permission must be granted by MAW before installation of landscape style flooring such as bark, pebbles, dirt, railway sleepers and other loose materials. Please send all details for approval. This type of flooring must be steady under foot and must not be deemed to cause a trip hazard. Further regulations apply to the installation and removal of these materials from the venue floor.
- The mix of ramped and square edges on any raised area must be kept to an absolute minimum. If a ramp is installed, it must be clearly distinguishable from the remainder of the raised floor surrounding it.

8) LIABILITY / INSURANCE

8.1. LIABILITY

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

8.2. 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.

9) GENERAL TERMS AND CONDITIONS

The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at the ELCC 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 ELCC 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 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 ELCC 2020 will be subject to a 10% penalty fee on the total sponsorship investment.

REFUNDS

Any refunds of deposits paid will be made after ELCC 2020 but not later than 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 ELCC 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 ELCC 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, neither 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 ELCC 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 ELCC 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 ELCC 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**

ELCC 2020 is a non-smoking event.

FINAL CLAUSE

In cases not covered by the regulations in this Exhibitor Manual, ESMO interpretation shall be final.

10) GENERAL REGULATIONS FOR THE USERS OF THE PALEXPO SITE

The venue rules and regulations have to be respected by all exhibitors / standbuilding companies. Please check the venue rules and regulations properly.

Please download the full version and all Appendixes can be downloaded here:

http://www.palexpo.ch/externe/PdfsShop/General_Regulations.pdf.