



# ESMO SARCOMA AND RARE CANCERS CONGRESS 2024

## EXHIBITOR MANUAL

2024

# ESMO SARCOMA AND RARE CANCERS

Annual Congress

**LUGANO SWITZERLAND**  
**14-16 MARCH 2024**

This highly specialised meeting will constitute an occasion for the international rare cancers community to network and collaborate, featuring discussions with key opinion leaders in these sub-entities.

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# WELCOME

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Dear Industry Partners,

**After the great success of the 2023 edition, the ESMO Sarcoma and Rare Cancers Congress will come back to Lugano, Switzerland, on 14-16 March 2024.**

This highly specialised meeting will provide key insights into the diagnosis, prognostication, management and ongoing research of patients with rare adult solid cancers, sessions on multidisciplinary expert management, targeted therapies, precision medicine, methodological challenges, policy and guidelines, as well as sessions specifically designed for young investigators.

The congress will bring together the global sarcoma and rare cancers community providing a platform to collaborate and network with key opinion leaders in the field.

We look forward to welcoming you next spring to Lugano, for three days of debates on the advancements in the treatment of rare cancers.

Scientific Co-Chairs:



**Jean-Yves Blay**  
Centre Léon Bérard  
Lyon, France



**Robin L. Jones**  
The Royal Marsden Hospital  
- NHS Foundation Trust  
London, UK



**Claudia M. Valverde**  
Vall d'Hebron University  
Hospital  
Barcelona, Spain

# PREFACE

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## *Congress Dates*

Official programme, Industry Satellite Symposia & Onsite Exhibition

**14-16 March 2024**

Well organised planning makes for successful execution and the ESMO Sarcoma and Rare Cancers Congress 2024 Organisers together with its partner suppliers will be glad to guide you towards a congress rich in discussion and exchange for your organisation.

These ESMO Sarcoma and Rare Cancers Congress 2024 Exhibitor Manual will guide you through the necessary steps and technical details required to set-up your booth.

Your main contact for any additional queries on this aspect of the project is the ESMO Sarcoma and Rare Cancers Congress 2024 Secretariat ([meetings@esmo.org](mailto:meetings@esmo.org)).

Please read this document carefully and share it with colleagues and agencies involved in the organisation of your ESMO Sarcoma and Rare Cancers Congress 2024 activities.

Participation in the ESMO Sarcoma and Rare Cancers Congress 2024 implies the acceptance of the requirements contained within this Manual and on any updated version posted on the [ESMO website](#).

**We look forward to working with you towards a rich and innovative ESMO Sarcoma and Rare Cancers Congress 2024!**

# DEADLINES

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## *Exhibitors deadlines*

|                  |  |
|------------------|--|
| 2 February 2024  | Submissions of the stand layout (if different than a shell scheme stand) |
|                  | Orders of furniture and of additional services                           |
| 14 February 2024 | Exhibitor registration   |

# CONGRESS OFFICERS

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## *ESMO Sarcoma and Rare Cancers Congress 2024 Scientific Co-Chairs*

- **Jean-Yves Blay**, Lyon, France
- **Robin L. Jones**, London, UK
- **Claudia M. Valverde**, Barcelona, Spain

## *ESMO Sarcoma and Rare Cancers Congress 2024 Scientific Committee members*

- **Alfredo Berruti**, Brescia, Italy
- **Paolo G. Casali**, Milan, Italy
- **Antonia Digkha**, Lausanne, Switzerland
- **Jourik Gietema**, Groningen, Netherlands
- **Nicolas Girard**, Paris, France
- **Ahmed Idbaih**, Paris, France
- **Ellen Kapiteijn**, Leiden, Netherlands
- **Lisa Licitra**, Milan, Italy
- **Isabelle Ray-Coquard**, Lyon, France
- **Annalisa Trama**, Milan, Italy

# CONTACTS

**ESMO Sarcoma and Rare Cancers Congress 2024 Secretariat**  
C/o ESMO Head Office, Via Ginevra 4, 6900 Lugano, Switzerland  
E-mail: [meeting@esmo.org](mailto:meeting@esmo.org)

## Exhibition Support

Alessia Mora

Concetta di Parenti

[meetings@esmo.org](mailto:meetings@esmo.org)

+41 (0)91 973 19 47

Martina Maccanelli

+41 (0)91 973 55 16

## Registration Management

Registration Team

[registration@esmo.org](mailto:registration@esmo.org)

+41 (0)91 973 19 13

## *Onsite exhibition official stand builder*

Mr. Luca Milia

[Luca.Milia@eventmore.ch](mailto:Luca.Milia@eventmore.ch)

+41 91 850 10 60

## *Accommodation*

Amiconi Consulting SA has been appointed by the organisers as exclusive housing agency to manage the hotel accommodation in relation to the ESMO Sarcoma and Rare Cancers Congress 2024.

Amiconi Consulting SA

[info@amiconiconsulting.ch](mailto:info@amiconiconsulting.ch)

+41 (0)91 921 38 12

## *Catering for exhibition stands*

All catering must be organised through the official supplier. However, bringing your own small Nespresso machine may be considered as part of the catering exclusivity. Please submit your request to the ESMO secretariat ([meetings@esmo.org](mailto:meetings@esmo.org)) well in advance to discuss your requirements with the official supplier.

## *Lead system /badge scanner*

**CTI Meeting Technology GmbH**

Tamara Dworschak

[leadsystem@ctimeetingtech.com](mailto:leadsystem@ctimeetingtech.com)

+43 1 319 69 99

## *Hostess services*

Amiconi Consulting SA

[info@amiconiconsulting.ch](mailto:info@amiconiconsulting.ch)

+41 (0)91 921 38 12

# GENERAL INFORMATION

## *Exhibitors registration*

The sponsors can request a maximum number of 2 free badges per booth. Exhibitor badges are available only for staff members, owners or representatives of exhibiting companies. To order your exhibitor badges and register your staff, please write to the ESMO Sarcoma Secretariat at [meetings@esmo.org](mailto:meetings@esmo.org) by the **14 February 2024**. The onsite printed exhibitor badges will show the first and last names, the company name and the country (obligatory requirements). Exhibitor badges are distributed onsite only at the registration desk. They will be handed over all together to ONE company representative who will be then responsible to distribute the badges to the staff members.

The number of exhibitor badges depends on the sponsor package:

| Sponsor Level  | N° of Exhibitor badges |
|----------------|------------------------|
| Gold Package   | 2                      |
| Silver Package | 2                      |

An “Exhibitor” badge authorises access to the Exhibition area and Industry satellite symposium only.

Exhibitor badges included in the sponsor package are free of charge. Additional badges can be purchased at the fee of EUR 80 (VAT included).

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](mailto:meetings@esmo.org) the company details by **16 February 2024**, 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 above list.

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.



# EXHIBITION

## 1. CONGRESS VENUE

### 1.1 Venue address

**Palazzo dei Congressi,**  
Piazza Indipendenza 4,  
6901 Lugano, Switzerland  
[www.luganoconventions.com](http://www.luganoconventions.com)

The Convention Centre is located in Lugano, just next to the lake and the city centre.

### Contacts

|                       |  |                     |
|-----------------------|--|---------------------|
| Palazzo dei Congressi | <a href="mailto:info@luganoconventions.com">info@luganoconventions.com</a> | +41 (0)58 866 66 30 |
|-----------------------|--|---------------------|

### 1.2 Shipping instructions

In case of need, companies are requested to send all items free of any charge to the **Convention Centre** (including customs clearance charges and VAT) **Piazza Indipendenza 4, 6900 Lugano**, stating the relevant conference. Companies are requested to give detailed instructions to their transport company concerning any prepaid dispatch/export once the conference has finished.

All costs of dispatch (prior to and following the congress), customs clearance charges and taxes (VAT) shall be borne by the companies.

Transport containers and pallets left are to be accompanied by a consignment note in the case of rail transport or the address of the consignee together with the address of the transport company that is to collect the goods (plus telephone number and contact person).

The delivery of the material is possible only on Tuesday 12 and Wednesday 13 March, all extended storage day will be charged CHF 200 per day.

### 1.3 Parking

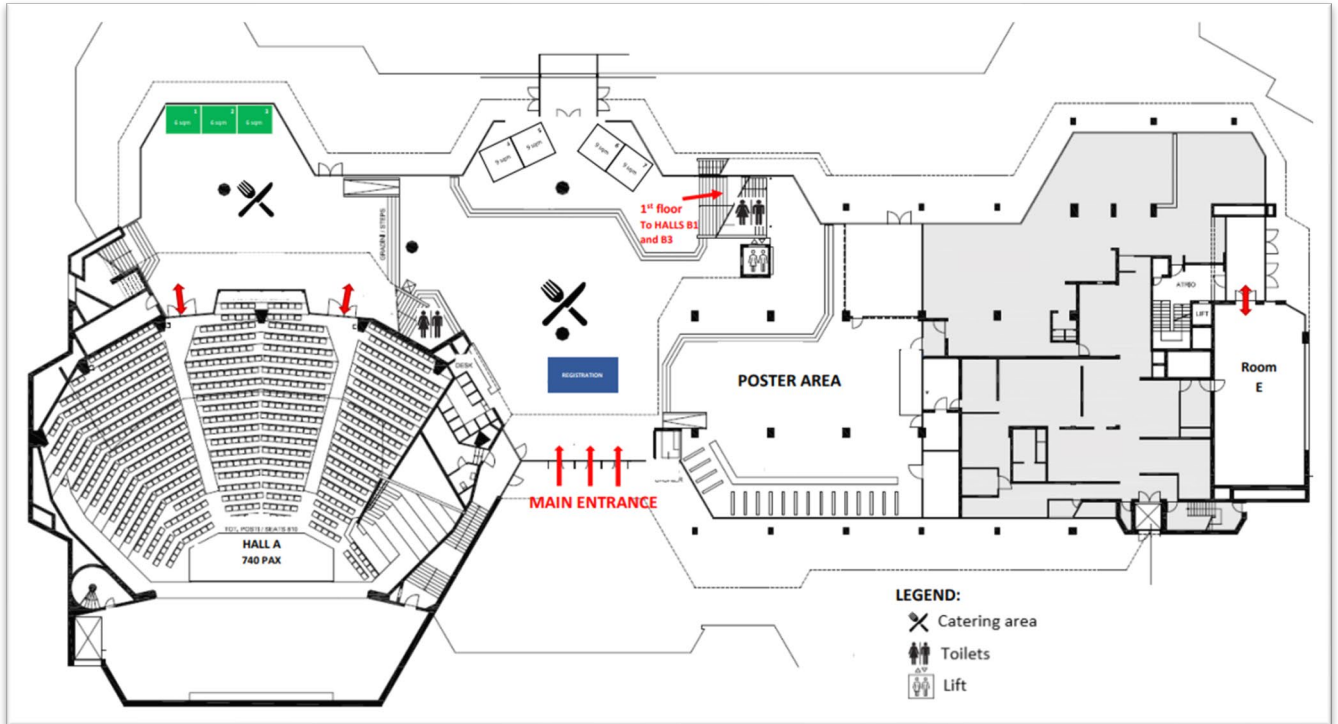
Cars and vans up to a height of 1,9m max can be parked in the multi-storey car park in Piazza Castello or in the public car park at Campo Marzio, which is 5 minutes on foot from the Convention Centre. Daily passes for these car parks can be obtained at the special price of CHF 17.- from the Convention Centre office (Mon-Fri during office hours) or otherwise from the conference office.

### 1.4 Palazzo dei Congressi access

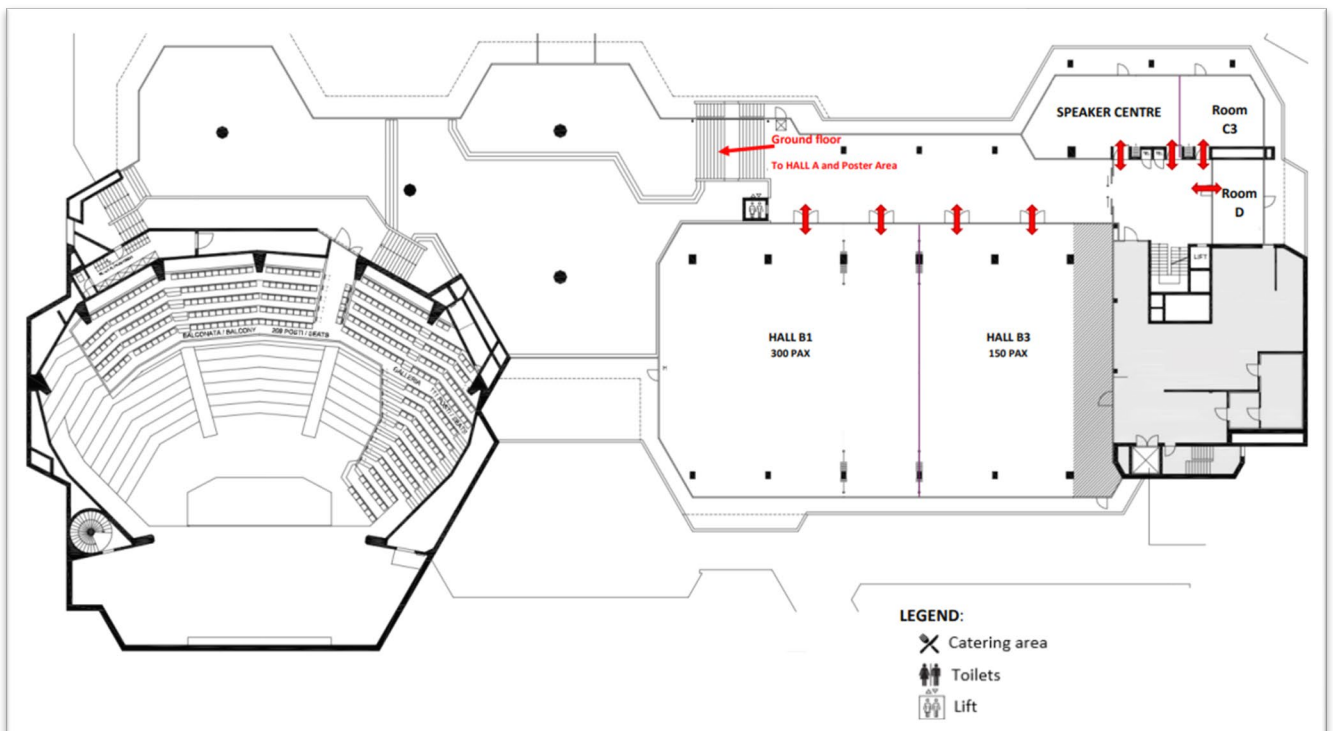
Lorries and trailers are prohibited from using the lakeside road: taking the motorway exit for Lugano Nord, go through the tunnel and then follow signs for the Palazzo dei Congressi. These vehicles may park in the Cornaredo car park, near the stadium. An authorization has to be asked 10 days before arrival in writing to the police ([polizia@lugano.ch](mailto:polizia@lugano.ch)).

**1.5 Venue overview**

Ground floor



First floor



## 2. EXHIBITION AND CONGRESS SCHEDULE

### *Exhibition area set up hours*

|                          |               |
|--------------------------|---------------|
| Wednesday, 13 March 2024 | 16:00 – 19:00 |
|--------------------------|---------------|

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

### *Exhibition area hours*

|                         |               |
|-------------------------|---------------|
| Thursday, 14 March 2024 | 09:00 – 16:45 |
| Friday, 15 March 2024   | 09:00 – 16:45 |
| Saturday, 16 March 2024 | 09:00 – 14:30 |

### *Dismantling hours*

|                         |               |
|-------------------------|---------------|
| Saturday, 16 March 2024 | 14:30 – 20:00 |
|-------------------------|---------------|

### *Registration desks hours*

|                          |               |
|--------------------------|---------------|
| Wednesday, 13 March 2024 | 16:00 – 18:00 |
| Thursday, 14 March 2024  | 07:30 – 18:00 |
| Friday, 15 March 2024    | 08:00 – 18:00 |
| Saturday, 16 March 2024  | 08:00 – 14:30 |

### *Coffee breaks and lunches*

|                         |   |
|-------------------------|---|
| Thursday, 14 March 2024 | 10:00 – 10:30   12:00 – 13:00   15:45 - 16:15 |
| Friday, 15 March 2024   | 10:00 – 10:30   12:00 – 13:00   15:45 - 16:15 |
| Saturday, 16 March 2024 | 10:00 – 10:30   12:00 – 13:00                 |

*\*Times subject to changes*

### **Poster Lunch**

The Poster lunch is planned to take place in the Foyer, on Friday, 15 March 2024 from 12:00 to 13:00 (date and timings may be subject to change). Delegates, invited speakers and sponsors representatives are invited to join this event.

### 3. EXHIBITION 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
- 9 sqm shell scheme walls
- Company name
- Carpet
- 1 table
- 2 chairs

For furniture please contact the secretariat ([meetings@esmo.org](mailto:meetings@esmo.org)), by **2 February 2024**.

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

### 4. SHIPMENT

Exhibitors are requested to send all items free of any charge to the Convention Centre (including customs clearance charges and VAT) at **Piazza Indipendenza 4, 6900 Lugano**, stating the relevant conference and stand. Exhibitors are requested to give detailed instructions to their transport company concerning any prepaid dispatch/export once the conference/exhibition has finished.

All costs of dispatch (prior to and following the exhibition), customs clearance charges and taxes (VAT) shall be borne by the exhibitor.

Please be informed that the material can be delivered at Palazzo dei Congressi on **Mon. 11 and Wed. 13 March** (not earlier) and after the congress, the material has to be collected **by Mon. 18**.

## 5. ONSITE LIABILITY

### **Congress management**

Neither ESMO nor Palazzo dei Congressi, 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 Palazzo dei Congressi, or either of their officers', agents', employees' or other representatives' negligence. The Exhibitor shall indemnify, defend, and hold harmless ESMO nor Palazzo dei Congressi 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 Palazzo dei Congressi 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 Palazzo dei Congressi 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.

### **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.

### **Stand building 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 Palazzo dei Congressi 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.

### **General building 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 contracted exhibit space in order to ensure that the visitor viewing the equipment will be in the booth and not impeding aisle traffic. All products and services must be safe in the opinion of ESMO and have the approval of appropriate authorities.

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

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

Exhibits must be staffed at all times during the hours of Exhibition. The Exhibition areas are to be used only during the specified opening hours.

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

Exhibits must be staffed at all times during the hours of Exhibition. The Exhibition areas are to be used only during the specified opening hours.

## 6. ESMO TRADE EXHIBITION AREA RULES

### 1. Unapproved therapies

The organisers bear no responsibility towards the delegates for the display, promotion or sale of therapies or services. Nor are the organisers supporting those products or services for their sole promotion at the ESMO Sarcoma and Rare Cancers 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 bears 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 Thursday, 14 March to the end of the ESMO Sarcoma and Rare Cancers Congress on Saturday, 16 March 2024.

### 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 have 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:

- 14 March 2024            08:15 – 17:45
- 15 March 2024            08:30 – 17:45
- 16 March 2024            08:30 – 14:30

### 4. Use of the Congress logo

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

### 5. Promotion of the exhibit

#### 5.1 General note:

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

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

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

#### 5.4 Promotion at Congress hotels:

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

#### 5.5 Other promotional activities

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

### 6. Identification of the exhibitors

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

### 7. Subletting of space

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

### 8. Admission rights

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

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

### 9. Surveys

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

### 10. Media events - Temporary badges

Representatives of communication agencies that need a badge to assist in the preparation and development of third-party's media events, will be assigned a temporary badge at no charge. The temporary badge does not authorise any promotional or commercial activity, or any unsolicited contacts with any delegates. Unsolicited contacts will result in the cancellation of 5 to 10 ESMO sponsorship points from the company's records, based on the

nature and damage of the infraction, as established by the ESMO Executive Committee. If no relationship can be made to any company, the communication agency will be banned from participating in the ESMO Sarcoma and Rare Cancers Congress for the next 4 years.

### 11. Booth restrictions

Exhibits must conform to the contracted space and all display

rules as set forth in these Industry Guidelines. Any aspect that is not covered by these Industry Guidelines is subject to approval by the Congress Secretariat and by the Venue's Technical Service Department.

Exhibits or displays must not obstruct the view or interfere in any way with the displays of neighbouring exhibits. Aisles and gangways must at all times be kept clear and free for passage and all emergency exits and access to service areas are to be kept clear at all times and not restricted or rendered unrecognizable. Any exposed part of the display must be covered not to be objectionable to the other exhibitors, or in the best overall interest of the Exhibition. All business and selling demonstrations shall be confined to the exhibitor's own booth. Promotion or display of promotional material and any other related activity is not allowed outside the assigned space.

### **12. Stand design**

Every exhibitor will be provided with a stand package structure as mentioned on p. 12 of these Exhibitors' manual. Exhibitors are welcome to bring an umbrella/pop up structure, roll up poster(s) and to rent additional furniture on condition it fits in the designed space.

The drawings of the stand must be sent to the Congress Secretariat by email to [meetings@esmo.org](mailto:meetings@esmo.org) before the **19 January 2024**.

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 must also be indicated.

Please supply a SCALED top view drawing.

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

### **13. Stand Transparency**

For Island and Peninsula stand types, the Congress requires that a line of sight through the stand be possible from aisle to aisle for at least 35% of the stand width when viewed from each open side. As an example of assessment criteria, high walled areas forming large storage rooms may block neighbours unreasonably and, in this case, will not receive approval. A high tower to attract attention (not blocking neighbours) is likely to be approved. For aesthetic reasons, the Congress Secretariat does not advise constructions rising floor to ceiling.

### **14. Stand elements**

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

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

### **15. Management of the booth**

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

### **16. Audio and visual activities**

The projection of films and slides; any amplification with the aid of loudspeakers; the production of music and/or sound; as well

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

### **17. Catering**

Exhibitors may not sell or serve food or drink for consumption on the premises. Serving alcoholic beverages on stands is strictly forbidden. All companies offering hospitality are reminded of their responsibilities for hygiene and food safety. Exhibitors are also encouraged to guarantee a healthy and balanced catering service to their delegates. All catering should be ordered through the official caterer namely. For any questions please submit your requests to [meetings@esmo.org](mailto:meetings@esmo.org)

### **18. Social functions/activities**

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

### **19. Giveaways**

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

### **20. Force majeure**

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

### **21. Insurance**

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

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

### **22. Non-smoking policy**

The ESMO Sarcoma and Rare Cancers Congress is a non-smoking event.

### **23. Final Clause**

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

# GENERAL TERMS AND CONDITIONS

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The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at the ESMO Sarcoma and Rare Cancers Congress 2024 insofar as the contractual partners do not reach contrary agreements in writing.

## Establishment of Contract

- Application for a sponsorship product(s)/service(s) is made by filling in and returning the sponsorship application form to ESMO.
- Only completed and signed application forms will be taken into consideration. By signing the sponsorship application form, the company accepts the conditions contained in the ESMO Sarcoma and Rare Cancers Congress 2024 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 email. 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.
- To ensure each sponsoring company has a chance to choose a suitable 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.

## Terms of Payment

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

## Cancellation Policy

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

## Administration fees/invoicing changes

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

## Indebtedness

Payments not received by the first day of the start of the ESMO Sarcoma and Rare Cancers Congress 2024 will be subject to a 10% penalty fee on the total sponsorship investment.

## Refunds

Any refunds of deposits paid will be made after the ESMO Sarcoma and Rare Cancers Congress 2024 but not later than 13 December 2024. 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.

## Data Protection and Sharing of Contact Details

All data provided during the application process may be used (saved, stored, processed, transmitted, shared and deleted, but not modified) to allow the processing and execution of the Application(s). This data may be shared with our contractors to the extent necessary to ensure the organisation of the ESMO Sarcoma and Rare Cancers Congress 2024.

## Postponement or Abandonment

ESMO reserves the right to postpone the event, including if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the ESMO Sarcoma and Rare Cancers Congress 2024 or any of its parts, ESMO cannot be held liable for any costs, expenses and damages (including, but not limited to direct or consequential damages, loss of opportunity, loss of use, or loss of revenue or profit) incurred in connection with the postponement or abandonment.

Unexpected cancellation of the event: ESMO reserves the right to cancel without notice or compensation the ESMO Sarcoma and Rare Cancers Congress 2024 in the event of force majeure cases (e.g. any acts of God, strikes, labour disputes, epidemics, pandemics, 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 and Warranties

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 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.

ESMO gives no warranties in respect of any aspect of the ESMO Sarcoma and Rare Cancers Congress 2024 or any materials related thereto or offered at the ESMO Sarcoma and Rare Cancers Congress 2024 and, to the fullest extent possible disclaims all implied warranties, including but not limited to warranties of fitness for a particular purpose, accuracy, timeliness, and merchantability. The ESMO Sarcoma and Rare Cancers Congress 2024 is provided on an "as-is" basis. The views, opinions, and positions expressed by the speakers, attendees, or sponsors at the ESMO Sarcoma and Rare Cancers Congress 2024 are theirs alone and do not necessarily reflect the views, opinions, or positions of ESMO or any employee thereof. The ESMO Sarcoma and Rare Cancers Congress 2024 makes no representations as to accuracy, completeness, timeliness, suitability, or validity of any information presented by speakers, attendees, or sponsors at the ESMO Sarcoma and Rare Cancers Congress 2024 and will not be liable for any errors, omissions, or delays in this information or any losses, injuries, or damages arising from its display or use. ESMO does not endorse, and expressly disclaims all liability relating to, any of the products or services provided by speakers, attendees, or sponsors.

#### **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 affiliates shall be liable for any direct, indirect, special, incidental, or consequential costs, damages or losses arising directly or indirectly from the ESMO Sarcoma and Rare Cancers Congress 2024 or other aspect related thereto.

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 affect his/her own insurance against any risk of loss due to theft or

negligence, damage, injury or liability. The sponsoring company agrees not to pursue ESMO for any previously listed risks.

#### **Enforcement of Rules**

Applies equally to all. All companies investing in sponsorship at the ESMO Sarcoma and Rare Cancers Congress 2024 must comply with all rules and policies established by ESMO.

#### **Violation Procedure**

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

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

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

This will be confirmed in writing after the ESMO Sarcoma and Rare Cancers Congress 2024. Appeals may be made to the ESMO Management.

#### **Penalties**

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

#### **Claims Procedures, Place of Performance and Jurisdiction**

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

The maximum time lapse is 1 month from the closure of the ESMO Sarcoma and Rare Cancers Congress 2024.

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.

#### **Final Clause**

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