

RULES AND REGULATIONS

Rules and regulations

In the terms of the contract, the word "exhibitor" describes any company or organisation having made a definitive booking for space allocation in the technical exhibition to be organised at the ESTRO 29 Conference, or any agent or representative acting on behalf of the exhibitor. The word "organiser" relates to the European Society for Therapeutic Radiology and Oncology (ESTRO).

Application for exhibition space

The application for exhibition space is legally binding for the exhibitor pending its acceptance in writing by the organiser.

All exhibition bookings will be treated on a first-come first-served basis following the rule that first Gold Corporate Members, then Corporate Members will be allocated prior to non members. Applications for booth space will be accepted via email to vcremades@estro.org and/or fax (+32 2 779 54 94) by indicating option 1 (1st preference), option 2 (2nd preference), option 3 (3rd preference).

These preferences serves as guidance only and the decision between these 3 options will be in the sole responsibility of the Congress Management. In case all three of these options are already booked, ESTRO will get in contact with you for an alternative solution.

Confirmation of application for exhibition space

No application will be considered confirmed by the organiser until the "[Acceptance of rules and regulations](#)" form has been returned to ESTRO by the exhibitor.

Space allocation

Every effort will be made to preserve the published plan of the exhibition. However, the organiser reserves the right to rearrange the floor plan or relocate any booth at any time. The exhibitor shall have no claim against the organiser in respect of any change of lay-out.

Terms of payment

Payment in full of space rental fee is due no later than 15 days after the date of the invoice. For late bookings, all invoices must be paid before the start of the exhibition.

Where rental charges are not paid within the prescribed time, exhibition space may be reallocated to other companies.

Exhibitors with pending invoices are required to settle their accounts with a credit card payment on site before access is allowed to the exhibition area.

Subletting and sharing of exhibition space

Exhibitors may not assign, sublet or apportion to others the whole or any part of the exhibit space allocated, and may not display goods or services other than those manufactured or regularly distributed by them and approved by ESTRO. Two or more exhibitors may share booth space only on the condition that the number of 3m x 3m booths is equal to or greater than the number of companies sharing the booth space.

Cancellation of exhibition space

50 percent of the total space rental fee will be retained for cancellations received before March 31st, 2010.

100 percent of the total space rental fee will be retained for cancellations received after March 31st, 2010.

All cancellations must be made in writing to the organizer.

Reduction of exhibition space:

Once the acceptance of rules and regulations has been returned to ESTRO by the exhibitor, no reduction of exhibition space will be allowed.

Cancellation of meeting rooms

The organiser reserves the right to postpone the conference including the technical exhibition, or to transfer it to another site, if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the exhibition, the organiser will not be held liable for expenses incurred other than the cost of rental of exhibition space.

Booth:

The exhibitor will be requested to fulfil the stand specifications. No pop-up booth will be allowed.

Liability

Neither the organiser nor their subcontractors shall be responsible for the safety of the exhibitor, his/her staff, temporary staff and exhibits. The exhibitor is therefore required to take his/her own insurance against loss, damage, injury and third party liability (for ex. damage to premises, etc.)

Any damage caused by the acts of negligence of the exhibitor or his/her contractor will be the responsibility of the exhibitor, who will be required to indemnify the organiser and his/her contractors against any claim arising from such damage. No flammable materials may be used.

Security

A 24-hour security service is provided to prevent entry to exhibit areas by anyone not authorized by the building management or ESTRO, or not wearing proper badges for admission to such areas.

The security service supplied does not guarantee exhibitors against loss. Neither does it imply an assumption of liability for exhibitor's property by the organiser. In general, security will work as follows:

Access to exhibit space is strictly prohibited once the hall is closed for the night.

Show badges must be worn at all times by your staff to gain entry to the exhibition hall.

Please remember that protection of your exhibit and property is your responsibility.

Mantling and dismantling are vulnerable times which can result in the loss of exhibitor's belongings. Be sure to carefully safeguard your exhibit materials. Also check your own insurance coverage.

It is the responsibility of the exhibitor to ensure that all debris and waste material including boxes for packaging arising from his/her stand construction are completely removed from the exhibition area prior to the opening of the exhibition (September 12, 2010). Failure to comply with this procedure shall render the exhibitor liable for the cost of clearance by the organiser or his/her contractor.

Distribution of printed material

The distribution of printed material is strictly limited to the exhibitor's booth. Exhibitors distributing material without prior consent from the organiser will be subject to a 5000 Euro penalty.

ESTRO Logo Use

Use of the ESTRO logo in conjunction with advertisements, promotional materials, endorsements, statements, contents and/or awards of any kind without the expressed written consent of ESTRO is prohibited. Exhibitors using the ESTRO logo without authorisation will be subject to a 5000 € penalty.