



## Acceptance of Rules & Regulations

To be returned to Valerie Cremades by email [vcremades@estro.org](mailto:vcremades@estro.org) or fax +32 2 779 54 94

Together with the space application form

### 3<sup>rd</sup> ICHNO Conference Barcelona, Spain, February 24 - 26, 2011

On behalf of:

Company name:

I hereby confirm having read and accepted the rules and regulations for the 3<sup>rd</sup> ICHNO Conference listed below (4 pages).

Signature: ..... Date: .....

Name: ..... Title: .....

### 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 3<sup>rd</sup> ICHNO 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).

These rules and regulations are a bona fide part of the contract for exhibit space with the European Society for Therapeutic Radiology and Oncology (ESTRO). The Organizer reserves the sole right to render all interpretations, amend and enforce these regulations and to establish any and all further regulations not specifically covered below to assure the general success and well being of the Show. Each exhibitor, for himself, his employees, and his contractors agrees to abide by these regulations and by any amendments or additions hereafter made by The Organizer. The Organizer reserves the right to decline, prohibit, deny access or remove any exhibit which in its sole judgment is contrary to the character, objectives, and best interests of the Show or suitable for its attendee audience. This reservation includes, but is not limited to, any violation of any public policy or these rules and regulations and extends to persons, things, printed matter, products, and conduct. The Organizer reserves the right to refuse applications of any exhibitor for any reason, as well as the right to curtail exhibits or parts of exhibits. The Organizer's decision and interpretation shall be accepted as final in all cases.

### 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.

### 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.

The deadline for first and second round assignments (respectively Gold Corporate members and Corporate members) will be communicated by ESTRO. After the corresponding deadlines, applications will be accepted on a first-come, first-served basis.

Applications for booth space will be made via email to [vcremades@estro.org](mailto: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 serve as guidance only and the decision between these 3 options will be in the sole responsibility of the Organizer. In case all three of these options are already booked, the organizer will get in contact with you for an alternative solution.

### **Confirmation of application for exhibition space**

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

### **Space allocation**

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

While every effort will be made to assign your company the best space according to your request, the organizer cannot guarantee that your company will not be placed by a competitor.

### **Cancellation of exhibition space**

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

### **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.

### **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, advertisements or services other than those manufactured or regularly distributed by them and approved by the organizer. Two or more exhibitors may share booth space only upon acceptance of the organizer and 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 technical exhibition**

The organizer 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 organizer will not be held liable for expenses incurred other than the cost of rental of exhibition space.

### **Exhibition & Public Policy**

Each exhibitor is charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety, while participating in this exhibition. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor. No part of the building shall be defaced in any manner, nor shall signs or other articles be posted, nailed, taped or otherwise affixed to any pillars, doors, walls or other parts of the building. Any and all damages, losses, expenses, and/or costs resulting from failure to observe this notice shall be payable by the exhibitor. The exhibitor must, at his expense, maintain and keep in good order his exhibit and the space for which he has contracted. The Organizer and service contractors have no responsibility pertaining to the compliance with laws as to public policy as far as individual exhibitor's space, materials and operation is concerned. Should an exhibitor have any questions as to the application of such laws, ordinances and regulations to his exhibit or display, The Organizer will endeavor to answer them. Exhibitors must comply with fire regulations. All booth decorations including carpeting must be flame proofed and all hangings must clear the floor. All exits, hallways, aisles and fire control apparatus must remain clear and unobstructed at all times. Use of butane or bottled gas is not permitted. Use of propane and helium balloons is prohibited.

Electrical equipment and wiring must conform with National Electrical Code Safety Rules. If inspection indicates any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, the right is reserved to cancel all or such part of his exhibit as may be irregular, and effect the removal of same at exhibitor's expense. If unusual equipment or machinery is to be installed, or if appliances that might come under fire codes are to be used, the exhibitor should communicate with the Organizer for information concerning facilities or

regulations. Cylinders containing oxygen, compressed air or other medical gas must be secured by strap, stand or cart in an upright position to prevent tip-over. X-ray equipment may be displayed by not operated. Combustible materials used in the exhibit hall must be flame-proof in accordance with the City Fire Department Codes. Use or storage of flammable liquids, gasses or solids is strictly prohibited.

### **Liability**

Neither the organizer 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 organizer and his/her contractors against any claim arising from such damage. No flammable materials may be used.

### **Arrangements of exhibition**

The exhibitor will be requested to fulfil the stand specifications. Stand designs must be approved by ESTRO. No pop-up booth will be allowed.

Stands must be staffed during the opening hours.

Each exhibitor is provided with an Official Exhibitor Manual. The Exhibitor Manual describes the type and arrangement of exhibit space and the standard equipment provided by the organizer for booth construction. All booth space must be arranged and constructed in accordance with the guidelines, provisions and limitations contained in the Exhibitor Manual. If, in the sole opinion of the organizer, any exhibit fails to conform to the Exhibitor Manual guidelines, or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the exhibition. Exhibits not conforming may be dismantled or modified, at cost to the exhibitor, at the sole judgment and discretion of the organizer. Booth decorations are to be professional, standard booth design. Nothing may be taped, posted, nailed, screwed or otherwise attached to columns, walls, drape, floor or any interior or exterior surface of the Exhibition hall. Exhibits are not permitted to span an aisle by ceiling or floor covering. Signs, parts of exhibits, supplemental lighting or any other exhibit material suspended from or attached to the ceiling of the exhibition hall must be approved by the organizer.

Exposed or unfinished sides and/or backs of exhibits and displays must be draped or finished so as to present an attractive appearance when viewed from aisles or adjoining exhibits. All exhibits will be inspected during set-up and, at the direction of the organizer the decorator will install draping at the exhibitor's expense to any part of the exhibit deemed objectionable by the organizer.

### **Operation of exhibition**

The Organizer reserves the right to restrict the operation of, or evict completely, any exhibit which, in its sole opinion, detracts from the general character of the exhibition as a whole. This includes, but is not limited to, an exhibit which, because of noise, flashing lights, method of operation, display of unsuitable material, is determined by the Organizer to be objectionable to the successful conduct of the exhibition as a whole. All demonstrations or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisles near its exhibit space free of congestion caused by demonstrations or other promotions.

### **Mantling / Dismantling**

On the premises during mantling and dismantling:

Minors (persons under the age of 18) are not allowed, not even if accompanied by a parent or legal guardian.

Stand builders names must be confirmed to the organizer until 2 weeks prior the mantling. Bracelets will be handled to stand builders to enter the exhibition hall and must be worn at all times. Stand builders must wear appropriate shoes. Sandals are not allowed.

Any exhibitor closing his/her stand or removing exhibits before the official closing time without permission of the organizer will be liable for an early closing fee of up to 25 % of the total exhibition space cost. Dismantling should be completed and all exhibits removed by Sunday February 27, 2011 at 20.00. Please note that all goods not cleared by then will be collected by the official handling company. All costs incurred will be charged to the exhibitor.

All exhibit matters and questions not covered by the ESTRO Exhibitor Rules and Regulations are subject to the decision of the organizer. ESTRO Exhibitor Rules and Regulations may be amended at any time by the organizer, and all amendments shall be equally binding on all parties.

## **WASTE**

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 (Thursday February 24, 2011 at 13:00). Failure to comply with this procedure shall render the exhibitor liable for the cost of clearance by the organiser or his/her contractor.

## **Security**

A 24-hour security service is provided to prevent entry to exhibit areas by anyone not authorized by the building management or the organizer, 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.

## **Catering**

It is totally forbidden at the Catalonia of Congresses to bring food and beverage from outside.

## **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.

## **Booth Representatives**

Booth representatives, including hostesses, must be properly registered and wear badges, and be properly and modestly clothed. Exhibitor badges can only be wear by the company staff and are not to be issued to registrants who should pay the registration fee or to representatives of leasing companies, financial institutions, suppliers, vendors or others who wish to gain admittance for the purpose of making contacts.

## **Social Activities**

Any social function or special event planned by an exhibiting company to take place during the meeting dates must be pre-approved by The Organizer.

## **Exhibitor Manual**

The exhibitor agrees with the content of the Exhibition Manual.

## **OTHER REGULATIONS**

Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of The Organizer. THE ORGANIZER SHALL HAVE FULL POWER TO INTERPRET, AMEND, AND ENFORCE THESE RULES AND REGULATIONS, PROVIDED EXHIBITORS RECEIVE NOTICE OF ANY AMENDMENTS WHEN MADE. EACH EXHIBITOR AND ITS EMPLOYEES AGREES TO ABIDE BY THE FOREGOING RULES AND REGULATIONS AND BY ANY AMENDMENTS OR ADDITIONS THERETO IN CONFORMANCE WITH THE PRECEDING SENTENCE. EXHIBITORS OR THEIR REPRESENTATIVES WHO FAIL TO OBSERVE THESE CONDITIONS OF CONTRACT OR WHO, IN THE OPINION OF THE ORGANIZER, CONDUCT THEMSELVES UNETHICALLY MAY IMMEDIATELY BE DISMISSED FROM THE EXHIBIT AREA WITHOUT REFUND OR OTHER APPEAL.