

I. EXHIBITION

Conditions of Payment

Conditions of payment mentioned on the invoice are valid. 100% of the total amount for Exhibition space fee will be invoiced. All payments must be made in EUR plus statutory sales tax according to the European regulations and must be received in full within 30 days of receipt of the invoice. No bank transfer fees will be accepted by EAACI and all Exhibitors paying by bank transfer should ensure that all charges are met.

For payments with credit card please note that for your security we do not accept credit card details on hardcopy forms, by email, fax or phone. On request you will receive a link by e-mail, which will direct you to the official secure payment gateway (SIX–Saferpay).

If payment in full is not received by the start of the Congress, participation cannot be guaranteed and the rental fee remains due. Under no circumstances may any discount be deducted. Please refer to the floorplans and directions available on www.eaaci.org under Exhibitions for the description of spaces. Certain areas have mandatory shell scheme packages included – invoicing will take into consideration these prices.

Third Party Order (exhibitor appointed contractor)

It is understood and agreed that the exhibiting company is ultimately responsible for payment of charges. In the event that the named third party does not pay the amount owing by the move-in time, charges will revert to the exhibiting company. All prices are indicated in EUR and exclude VAT, unless otherwise specified.

Refund and Cancellation Policy

If an Exhibition space has to be cancelled, the following conditions will apply: Until 30 November 2018 50% of the total amount. After 30 November 2018 if the Exhibition space can be let again, a 20% cancellation charge will be levied. If only parts of the space can be let again, a cancellation fee of 20% for the part let again and 100% for the rest is due. For Exhibition space cancelled after 4 January 2019 there will be no refund granted. All cancellations must be made in writing to INTERPLAN.

Assignment of Space/Eligibility for Exhibition

Organisations wishing to apply for Exhibition space must follow the standard criteria that only products and services in connection to the topic of the Congress are allowed to be presented.

The distribution of promotional materials is limited to the exhibitor's rented area. Signs and banners at booths have to be directly linked to the name of the exhibitor. It is strictly prohibited to distribute or place products and/or printed matters of a company that is not an exhibitor. The EAACI Congress 2019 Organisers can interrupt any kind of promotion, which in their opinion could damage the Congress.

Booths may be used only for exhibiting and advertising the exhibitor's own products, not for the sale of any products. Any orders for products which are taken must be in accordance with regulations covering such orders. Advertising materials may be distributed only within the booth area. The Congress accepts sales from booksellers and publishers within the field related to the Congress. All legal aspects for these sales must be handled individually. Companies that are not exhibitors may not advertise in any form in the Exhibition Hall, in the entrances to the Exhibition Hall, or anywhere else in the Congress venue. Exhibitors are also advised to obtain the FSA (Freiwillige Selbstkontrolle für die Arzneimittelindustrie) Code of Conduct

and the EFPIA HCP Code of Conduct for pharmaceutical companies and acquaint themselves with the rules and regulations of advertising and marketing in Germany. Medical device companies are in addition advised to follow the Eucomed Code of Ethical Business Practice. Companies are required to check and ensure their own compliance with the relevant codes and regulations about advertising in Portugal and any other applicable rules and regulations from their home country. The Congress and its organisers will not take any responsibility for non-compliance. All house rules at the venue will apply and be enforced. Exhibitors are fully liable for damages caused to third parties and property. All exhibitors are strongly recommended to have comprehensive third party liability insurance for their booths.

No alcohol is allowed in the Exhibition Hall. No sales are allowed in the Exhibition Hall.

II. SPONSORSHIP ITEMS

This sponsorship proposal is offered subject to availability and contract, with final approval by the Organisers. Should an item be cancelled, the sponsor will have the option of taking another item not already sponsored, or have the money refunded.

Conditions of Payment

Conditions of payment mentioned on the invoice are valid. 100% of the total amount for sponsoring items will be invoiced. All payments must be made in EUR plus statutory sales tax according to the European regulations and must be received in full within 30 days of receipt of the invoice. No bank transfer fees will be accepted by EAACI and all Exhibitors paying by bank transfer should ensure that all charges are met. For payments with credit card please note that for your security we do not accept credit card details on hardcopy forms, by e-mail, fax or phone. On request you will receive a link by e-mail, which will direct you to the official secure payment gateway (SIX–Saferpay).

Production Costs

Production costs, where applicable, are the responsibility of the sponsor. The EAACI Congress 2019 will not accept responsibility for late deliveries, and cannot guarantee the inclusion or distribution of the item at the EAACI Congress 2019. Late deliveries, if accepted, may also attract late fees. Where the buyer is responsible for production but does not wish to oversee the details, INTERPLAN will be willing to take on the responsibility, but this service attracts a 10% surcharge based on the cost of the sponsorship item. When INTERPLAN is in charge of production, the buyer is bound to accept the quotes collected by INTERPLAN and the costs must be paid in full before the commencement of production.

Printed Matter

For printed matter, it is of the utmost importance that the material is received in time and in the proper format. Late submissions will not be included. Design specifications will be sent out at least 6 weeks before the submission deadline. A commercial brand name from a drug company cannot be used in any material distributed to all the delegates. The name of the company may be used instead. The only exception is the exhibition booth and in the framework of a Satellite Symposium.

Refund and Cancellation Policy

If a Symposium or Sponsorship Item has to be cancelled, the following conditions will apply: Until 30 November 2018 50% of the total amount. After 30 November 2018 if the Item can be let again, a 20% cancellation charge will be levied. For Sponsorship Items cancelled after 4 January 2019 there will be no refund granted.

If the items have been sourced from external suppliers and a contract have been signed, the costs incurred plus the corresponding charge (based on the above dates) will be charged to the sponsor. All prices are indicated in EUR and exclude VAT, unless otherwise specified. All cancellations must be made in writing to INTERPLAN.

AMENDMENTS TO THE GENERAL TERMS AND CONDITIONS

All matters not covered in these regulations, in general, in the General Terms and Conditions, or in other EAACI Congress 2019 publications are subject to the decision and control of the Congress Organisers. The Congress Organisers reserve the right to take such actions and to make such changes, including changes to the "General Terms and Conditions" as are considered necessary or desirable for the efficient and proper conduct of the Exhibition. Any matters not specifically covered by the preceding terms and conditions shall be subject solely to the decision of the organiser. These terms and conditions may be amended at any time by the organiser, and all amendments so made shall be binding on exhibitors/sponsors equally with the foregoing terms and conditions.

FINAL STIPULATIONS

In the event that the Congress cannot be held or will have to be changed due to events beyond the control of the Congress Organisers (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the Congress Organisers, the Congress Organisers cannot be held liable for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, financial losses, etc. Under these circumstances, the Congress Organisers reserve the right to either retain the entire fee and to use it for a future EAACI Congress, or to reimburse the exhibitor/sponsor after deducting costs already incurred for the organisation of the EAACI Congress 2019 and which could not be recovered from third parties. Any company that disregards the directives of the Congress Organisers may be excluded from the Exhibition by the Congress Organisers with immediate effect. Such companies are liable for the whole rental sum and for all incidental expenses including VAT. In cases in which the Congress Organisers are indebted to the exhibitor/sponsor, the exhibitor/sponsor may demand compensation instead of cash payment only with the permission of the Congress Organisers. All oral agreements, special permissions and special arrangements are valid only upon receipt of written confirmation. In all cases of litigation the exhibitor/sponsor agrees to submit to the authorised court chosen by the Congress Organiser. Electively, the Congress Organisers may choose to appeal to the court into whose jurisdiction the exhibitor/sponsor falls.

DATA PROTECTION

Our business treats all personal data according to the guidelines specified in the EU-General Data Protection Regulation (GDPR) and the Federal Data Protection Act (BDSG new). The gathering, storage and processing of your personal data are unavoidable for your registration for the abovementioned congress. These occur solely for the purposes of organising and conducting the event. Your data will only be conveyed to third parties (e.g. organisers, congress centre, suppliers for the specialised exhibition) who are directly involved in the congress' programme and only if the organisational programme makes such conveyance necessary. For further information of legal notice and data protection please refer to the following links:

<https://www.interplan.de/en/legal-notice.php>

<https://www.interplan.de/en/data-protection.php>