



The following conditions of participation refer to allocation of Sponsorship Packages by the EACR to companies supporting the EACR 2020 Congress insofar as the contractual partners do not reach contrary agreements in writing.

Establishment of Contract

- Application for sponsorship opportunities is made by filling in and returning the relevant booking form to New Way Management, the EACR 2020 professional congress organiser.
- Only completed and signed booking forms will be taken into consideration. By signing the booking form, the company accepts the conditions contained in the **Exhibition and Sponsorship Prospectus, Exhibitor Manual** and any supplementary provisions.
- Confirmation of the allocation of a product by EACR 2020 in writing constitutes establishment of contract between the company and EACR 2020.
- A product assignment and an invoice will be sent by email. The date of the product assignment is considered to be the date of allocation. If the contents of the assignment deviate from the contents of the company's application, the contract is based on the assignment issued by EACR 2020 unless the company objects in writing within two weeks after the date the assignment was sent.

Appointed Agencies

- Applications must be submitted by the company under whose name the space, grant or sponsorship is to be listed. Correspondence in this regard must be made exclusively between this company and EACR 2020.
- Companies should inform EACR 2020 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 EACR 2020 independently of the company.
- The 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 company itself and the company will continue to be held entirely responsible and accountable for activities organized in its name.

Procedure

- **Application**
Applications will be dealt with on a first-come, first-served basis.
- **Assignment of the product**
Written confirmation will be sent and the invoice for the full booking will follow.

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.

Industry Symposia

In order to obtain the permission to host an Industry Symposium, including Mini-Symposia and Spotlights, having an exhibition stand at the EACR 2020 Congress is mandatory. Cancelling your exhibition space will also mean cancelling your symposium. In order to avoid overlap with the official



scientific programme and to ensure the scientific quality and scope, all Industry Symposia programmes need to be submitted for review and approval by the EACR 2020 Scientific Committee. Companies are strongly encouraged to establish a multidisciplinary programme in line with the general concept of the Congress scientific programme.

The Scientific Committee makes the final decision on whether an application is accepted or rejected and is not held to justify its decision. No appeal is possible.

Important: Similar Industry Symposia programmes cannot be held in parallel.

A speaker is only permitted to moderate or speak in one Industry Symposium during the entire Conference. The expenses of speakers invited to be part of Industry Symposia must be covered by the company holding it. A draft programme including the title of the Industry Symposium, name(s) of chairperson(s), speakers and the titles of all presentations should be sent by email to the [EACR 2020 Secretariat](#) by no later than **30 March 2020**. Once the title, programme and detailed content are approved, changes must not be made without the specific approval of the EACR 2020 Scientific Committee. The final programmes are published in the Digital Proceedings Book if received not later than 17 April 2020.

[EACR Industry Partner Discounts](#)

The EACR gives set discounts on key Congress opportunities to EACR Industry Partners, as set out in the Exhibition and Sponsorship Prospectus. These discounts are only available to companies who are current Industry Partners in good standing at the time of the Congress. If a company books sponsorship or exhibition for EACR 2020 with the Industry Partner discount and resigns their Industry Partnership before the date of the Congress, they must pay the full fee for each item, minus the amount already paid, to the EACR. Payment is due within 30 days following the date of the invoice or 10 days before the start of the Congress, whichever date falls first. If charges are not paid within the prescribed time, the item will be released and any loss incurred by the organiser by such non-payment shall be made good by the defaulting company.

[Exhibition layout and stand moves](#)

EACR 2020 reserves the right to deviate from the stand confirmation and to allocate a stand in a different location, to alter the size of the stand, to re-locate or to close entrances and exits on the exhibition grounds and/or in the Conference centre and to carry out any other structural alterations providing it has a substantial interest in such measures. Alterations to the agreement will only be made after mutual consultation. If in such cases the interests of the exhibitor are unreasonably impaired, they may withdraw from the contract with EACR 2020 in writing within a week after receipt of notification of the type of alteration. EACR 2020 accepts no responsibility for any damage which may result from such changes.

[Subtenants and other represented companies](#)

Sharing the allocated stand area with another company, regardless of whether this company is represented by its own staff (subtenant) or only by its own exhibits (represented company), is not allowed. This applies equally to companies with products or services aligned to a registered exhibitor. If a registered exhibitor wishes to exhibit in association with another organisation, EACR 2020 will endeavour to offer additional exhibit space, where available, under normal conditions of sale. If an exhibiting organisation has multiple corporate identities but shared ownership, the organisational



relationship must be made clear to delegates. Transfer – even in part – of the rights and obligations arising from the rental contract to third parties is not permitted.

Terms of Payment

An invoice of 100% of the total rate will be sent within 2 weeks following the confirmation. Payment is due within 30 days following the date of the invoice or 10 days before the start of the Congress, whichever date falls first.

If charges are not paid within the prescribed time, the item will be released and any loss incurred by the organiser by such non-payment shall be made good by the defaulting company.

Value Added Tax

Registrations:

The supply of exhibition services to businesses is subject to VAT in the EU Member State where the recipient is established. As the EACR is registered for VAT in the UK, VAT will be charged at the prevailing rate to companies based in the UK. For companies within the EU but outside the UK, the reverse charge mechanism is applicable and the VAT charged is due by the recipient.

Other services:

The prices mentioned on the booking forms/invitation to the industry are exclusive of VAT. The companies/societies will pay any Value Added Tax in addition to the price of their booked item(s) at the rate and in the way prescribed by the law.

Cancellation Policy

Any company cancelling its support after an official application has been accepted will be liable to pay the following fees:

- If the item cannot be reallocated to another company:
 - 25 % of the total rate, if the cancellation request is received in writing by **29 November 2019**
 - 50 % of the total rate, if the cancellation request is received in writing by **6 March 2020**
 - 100 % of the total rate, if the cancellation request is received in writing after **6 March 2020**
- If the item can be reallocated to another company, the company will receive a full refund of deposits paid, less administrative fees of 10% of the total rental rate, with a minimum of 250 EUR.

Administration fees/invoicing changes

Invoices will be addressed according to the invoicing data provided by the company. If a billing change is requested (i.e. company name change or address change) an administration fee of 100 EUR (excl. VAT) will be charged to the company.

Indebtedness



Payments not received by the first day of the Congress, 17 June 2020, will be subject to a 10% penalty fee. The organiser reserves the right to deny access to the Congress to companies that have not paid the invoice.

Refunds

Any refunds of deposits paid will be made after the Congress but not later than **28 August 2020**. The company will not be entitled to any interest that the organiser may have derived from deposits made by the exhibitor. All bank charges, including sender's and receiver's charges, resulting from a refund related to cancellation or reduction of sponsorship opportunities will be at the charge of the company.

Postponement or Abandonment

The organiser reserves the right to postpone the Congress 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 Congress, the organiser will not be held liable for expenses incurred other than the cost linked to the booking the sponsorship item.

Unexpected cancellation of the event: EACR 2020 reserves the right to cancel without notice or compensation the EACR 2020 in the event of force majeure cases (strikes, fires, terrorist attacks, damages or other fatal occurrences). In such cases, EACR 2020 is freed of all responsibility.

Limitation of Liability of EACR 2020

In the event of it being impossible for the EACR to carry out the EACR 2020 Congress for force majeure cases (strikes, fires, terrorist attacks, damages or other fatal occurrences), so long as this arises from a cause not attributable to EACR 2020, EACR 2020 shall only be obliged to reimburse the payments received subject to deduction of any costs it has incurred in preparing the event.

Bankruptcy or Liquidation

In case the sponsorship company becomes bankrupt or enters into liquidation other than for the purpose of restructuring or merger, or has a receiver appointed, the Congress organiser shall be at liberty to terminate immediately the contract with the sponsoring company, to cancel the allocation of the sponsorship item to the company and to forfeit all sums paid by the company.

Security and Insurance

Neither the organiser nor its contractors shall be responsible for the safety of any exhibit or other property of the exhibitor or any person. Neither the organiser nor its contractors shall be responsible for the loss, 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 exhibitor shall indemnify the organiser and its contractors to third persons, as a result of any act or omission of the exhibitor, its staff, agent or personnel hired on a temporary basis.

As the organiser and its contractors will accept no responsibility for any of the foregoing matters, the exhibitor must affect his/her own insurance against any risk of loss due to theft or negligence, damage, injury or liability, and must show proof of this insurance if requested by the EACR. The holder agrees not to pursue the organiser for any previously listed risks.

Statutory obligations: The exhibitor/sponsor agrees at all times to comply with all relevant legislation, regulations, directives, orders or byelaws in force at the time of the event including, without limitation,



all regulations in respect of health and safety at work. The exhibitor/sponsor agrees to follow all health and safety guidance provided by EACR 2020 including that laid out in the **Exhibition and Sponsorship Prospectus, Exhibitor Manual** and any supplementary provisions.

Enforcement of Rules

Applies equally to all. Furthermore, all companies booking an exhibition space must comply with all rules and policies established by EACR 2020.

Violation Procedure

The procedure for policing and enforcing the violation is as follows: when noticing a violation, the EACR 2020 staff will ask the company to correct the situation according to the applicable regulations.

If the company refuses to comply, EACR 2020 staff will report alleged violations to the Congress Committee. After considering the available evidence, a representative of the relevant 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 EACR 2020 Congress. Appeals may be made to the EACR 2020 Board of Directors.

Claims Procedures, Place of Performance and Jurisdiction

All claims by the sponsoring company against EACR 2020 must be in writing. The maximum time lapse is 3 months from the closure of the EACR 2020 Congress. Agreements which deviate from these conditions or from the supplementary regulations must be in writing; facsimile signature suffices. The contract is governed exclusively by English law.

Codes of Practice

All companies and associations exhibiting at EACR 2020 are advised to consult the guidelines and codes of practice applicable in Italy. By signing the relevant application form to participate at the EACR 2020 Congress, each company or organisation agrees to and confirms that it has reviewed the advice and guidelines which determine the applicable codes of practice in Italy and that it will be adhering to all relevant codes and accepts all liability in all cases of non-compliance with these codes.

Final Clause

In cases not covered by the regulations mentioned in the **Exhibition and Sponsorship Prospectus, Exhibitor Manual** or any supplementary provisions, EACR 2020 interpretation shall be final.