



# ESTRO Rules and Regulations for Exhibitors

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## 1 Introduction

The European Society for Radiotherapy and Oncology, hereinafter referred to as “ESTRO”, has established the following *ESTRO Rules and Regulations for Exhibitors*, hereinafter referred to as the “Rules and Regulations” to ensure compliance with laws, rules and contracts related to the participation of the Industry to the ESTRO meetings and congress. These Rules and Regulations form a bona fide part of all contracts signed between the companies exhibiting, their staff and their subcontractors (hereinafter referred to as *Exhibitor*) and ESTRO. ESTRO reserves the sole right to render all interpretations, amend and enforce these rules and regulations, and to establish any and all further regulations not specifically covered below to assure the general success and wellbeing of the **ESTRO38** congress (hereinafter referred to as *Event*). All Exhibitors agree to abide by these regulations and any amendments or additions hereafter made by ESTRO.

## 2 Purpose

The purpose of the Event is to further ESTRO’s objectives by providing a supportive platform bringing together exhibition, educational and social networking opportunities.

## 3 Eligibility

ESTRO has the sole right to determine the final eligibility and qualification of any company, organisation, agency or product for inclusion in the exhibition hall. Only the “Exhibitor”, as identified on the space rental application and whose application has been written approved by ESTRO, may exhibit at the Event in the exhibition hall.

ESTRO reserves the right to refuse admittance of inappropriate or non-oncology related products or services to the exhibition unless they are deemed by ESTRO to add value to the overall congress experience for delegate. ESTRO’s decision and interpretation of these conditions shall be accepted as final in all cases.

New exhibitors to the Event or companies that have not taken part in the Event’s exhibition for 3 years may be required to submit a statement of their products/services offering.

## 4 Access to the exhibition hall

The access to the exhibition hall will be possible only for Exhibitors complying with the present rules and regulations and the Venue regulations, in order of payment with ESTRO and wearing the appropriate congress badge. Any exhibiting company failing to be in line with these conditions will be denied the access to the exhibition hall.

Note: Minors under the age of 18 are denied the access to the exhibition hall during build-up and break-down times.

## 5 Local rules and regulations

Exhibitors must comply with all applicable rules and regulations, including the rules and technical regulations of the Venue.

## 6 Booking procedure

All bookings start on

**10 October 2018, 15:00 CET** for ESTRO Gold Corporate members

**17 October 2018, 15:00 CET** for ESTRO Corporate members

**13 November 2018, 15:00 CET** for the whole industry

Applications should be made via email to [vcremades@estro.org](mailto:vcremades@estro.org) by indicating option 1 (1st preference), option 2 (2nd preference), option 3 (3rd preference), followed by the number of the corresponding booth. These preferences serve as guidance only and the decision between these 3 options will be the sole responsibility of ESTRO. In case all three of these options are already booked, ESTRO will contact the Exhibitor for an alternative solution.

Bookings will be treated on a first-come, first-served basis and will be completed as soon as the corresponding booking form duly completed has been sent to ESTRO and written confirmation of order has been given by ESTRO. The corresponding service will be delivered after corresponding payment in full has been received by ESTRO.

## 7 Confirmation of order

Once the application form has been submitted by the Exhibitor to ESTRO and once the Exhibitor has received from ESTRO the written confirmation of order, the order is officially confirmed, and the Exhibitor is legally bound by the Rules and Regulations and the Payments and general Terms and Conditions of Sales and Services as set out in this document.

Note: Confirmation of orders should be sent by ESTRO to the Exhibitor within one week after the receipt of the application form. In case of no feedback from ESTRO after one week, please contact [vcremades@estro.org](mailto:vcremades@estro.org)

## 8 Exhibition space allocation

While every effort will be made to preserve the original version of the exhibition floor plan, ESTRO 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 ESTRO in respect of any change of lay-out.

While every effort will be made to assign the Exhibitor the best space according to his/her request, ESTRO cannot guarantee that the Exhibitor will not be placed next to or near a competitor.

## 9 Cancellation policy

### 9.1 Cancellation of technical exhibition

In the event that the premises in which the exhibition is to be conducted should become unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of ESTRO or its agents, the Event and/or exhibition may be cancelled or moved to another appropriate location, at the sole discretion of ESTRO. ESTRO shall not be responsible for delays, damages, loss, increased costs, or other unfavourable conditions arising by virtue of cause or causes not reasonably within the control of ESTRO. Causes for such action beyond the control of ESTRO shall include, but are not limited to: fire, casualty, flood, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, act of a public enemy, act of terrorism, riot or civil disturbance, impairment or lack of adequate transportation, inability to secure sufficient labour, technical or other personnel, labour union disputes, loss of lease or other termination by the Congress Centre, or act of God. Should ESTRO terminate any confirmed booking with any Exhibitor pursuant to the provisions of this section, the Exhibitor waives claims for damage arising from such termination. Refunds of "Paid Fees," in the event of Exhibition termination or cancellation, shall be made to Exhibitors at the sole discretion of ESTRO.

### 9.2 Cancellation of order by the Exhibitor

Cancellation made **before 15 November 2018**

**50%** of the total amount of the bookings made to ESTRO will be invoiced by ESTRO and due by the Exhibitor.

Cancellations made **after 15 November 2018**

**100%** of the total amount of the booking made to ESTRO will be invoiced by ESTRO and due by the Exhibitor.

The Exhibitor must provide ESTRO with a written notification of any booking cancellation (exhibition space, modular shell scheme, satellite symposium and related items, sponsoring and advertising). Notifications must be sent to [vcremades@estro.org](mailto:vcremades@estro.org)

ESTRO shall not be responsible for any costs incurred by the Exhibitor which relate to the cancellation and reserves the right to reallocate the cancelled space.

### 9.3 Cancellation of Exhibitor's order by ESTRO

ESTRO reserves the right to discontinue any booking not complying with the terms specified in the present rules and regulations and/or in line with the congress exhibitors' manual and Venue regulations. ESTRO shall not be responsible for any related costs incurred by the Exhibitor and reserves the right to reallocate the cancelled space.

## 10 Bankruptcy or Liquidation

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

## 11 Reduction of exhibition space or services ordered by the Exhibitor

Once the order has been confirmed to the Exhibitor by ESTRO, no refund will be made for reduction of exhibition space or services. This rule applies also to satellite symposia slots, sponsoring, advertising or any other service or item ordered to ESTRO.

## 12 Subletting and sharing of exhibition space

The Exhibitor may not assign, sublet or apportion to others the whole or any part of the exhibition space allocated to the Exhibitor, and may not display goods, advertisements or services other than those manufactured or regularly distributed by the Exhibitor and approved by ESTRO.

## 13 Payments and general Terms and Conditions of Sales and Services

### Article 1: Scope and binding character of these general terms

- a. Every agreement concluded with ESTRO AISBL shall be subject to the present terms and conditions, unless otherwise agreed in writing.
- b. These conditions shall apply to all relationships between ESTRO AISBL and its customers. They shall have legal precedence over the purchase terms and any other particular terms of the customer.
- c. When particular terms are agreed upon between ESTRO AISBL and the customer, the latter shall prevail on the present terms in so far as they are inconsistent.
- d. The legality, validity and enforceability of other clauses in these General Conditions will not be affected if one of the clauses is or becomes illegal, invalid or unenforceable.

### Article 2: Offers and orders

- a. Our offers are nonbinding towards us. Verbal offers have to be confirmed in writing.
- b. Offers presented by ESTRO AISBL remain valid for a period of 15 working days.
- c. Unless agreed by ESTRO during that period, the offer becomes void and ESTRO AISBL reserves its right to, amongst other things, raise its initial offer.
- d. Every modification asked by the customer must be confirmed in writing by ESTRO.

### Article 3: Prices

- a. All prices are expressed in Euros, excluding VAT and other taxes, duties and other charges, which remain due by the customer.
- b. Prices are based upon the economical conditions, taxes or rights applicable at the moment of the offer, as well as on the prices of the suppliers and contractors.  
They are subject to modifications without any prior notice, in function of the variation of these elements, for any cause whatsoever.

### Article 4: Payment terms

Payments can only be made by wire transfer or credit card. Cheques or cash will not be accepted. For payments made by credit card, an additional amount of 2% of the total amount invoiced will be added to cover the commission fees charged by the payment service company.

ESTRO Terms of payment will prevail in any conflict between ESTRO and the terms of any Exhibitor acceptance.

- a. Unless otherwise agreed in writing and in advance, all invoices are payable 30 days invoice date, by bank transfer to the seat of ESTRO AISBL, without discount or retention.
- b. Any amount must be paid in full and all bank charges/commissions must be paid by the ordering bank account.
- c. ESTRO AISBL reserves the right, after prior written notice, to suspend the provision of the services, in case of nonpayment of its invoice, without prejudice to any other right of action. A lump sum amounting to 15% of the unpaid invoices shall be added to any amount unpaid within 30 days as from the due date, without prior written notice, and with a minimum of € 125.

- d. Moreover, legal interests rate + 1,5 % published by the *SPF Finance* will be applied without prior notice to all sums remaining unpaid 30 days as from the due date.
- e. The currency for all payments to ESTRO is euro €.

#### Article 5: Complaints and termination

- a. Any claim shall be submitted by registered letter within eight working days after service delivery or upon receipt of an invoice.
- b. Each Claim shall include a detailed description of the breach.
- c. A Claim will never entitle the customer to terminate the contract.
- d. In case of severe breach by the customer of a clause of the present terms or of the particular terms, including the nonpayment of an invoice on the due date, or in case of serious threat to the financial health of the customer ESTRO AISBL will be entitled to terminate the contract without indemnity, 15 days after a registered mail with proof of receipt has been sent.
- e. In case of termination due to a gross negligence of the customer, ESTRO AISBL reserves the right to claim indemnification evaluated at 15% of the total amount ordered, without prejudice to its right to demonstrate that its damage is higher.

#### Article 6: Confidentiality

- a. ESTRO AISBL agrees not to disclose:
  - i. Information, data, documents or any other element (material or immaterial) that the customer puts to its disposal in the scope of the services ordered;
  - ii. Information collected by or at the occasion of the execution of the services, with the exception of information already in the public.
- b. ESTRO AISBL shall take all reasonable measures in order to avoid any disclosure of abovementioned information by its employees, contractors, partners or every other person working with ESTRO AISBL.
- c. If ESTRO AISBL must in the scope of the execution of the services disclose confidential information to third parties, it will take the necessary measures to impose the same confidentiality to this third party.

#### Article 7: Intellectual Property

- a. Unless the contrary is confirmed in writing, ESTRO AISBL is the sole owner of any logo, website, text, illustration or other contained in its services, as well as of every copyright or any intellectual property related to these services, within the limit of rights owned by third parties.
- b. The Customer cannot copy, disclose, stream or sell, by any mean whatsoever, these data and to harm, directly or indirectly or through the medium of a third Party, and by any means, the copyrights and any other right owned by ESTRO AISBL
- c. Unless the contrary is confirmed in writing in an agreement, all copyright and intellectual property will at all times remain vested in ESTRO AISBL. The customer is licensed to use the materials only within the framework the contract and for a defined limited period. Any imitation or reproduction without written authorization is strictly forbidden. Consequently the buyer acknowledges that ESTRO AISBL reserves the right to reproduce identical or similar materials to other clients.

#### Article 8: Liability

- a. ESTRO AISBL executes the services and handles the items handed over by the customer within a due care obligation.
- b. ESTRO AISBL cannot be held responsible for any loss or damages to items entrusted to them, regardless of the shipping method, even when the transport is paid by the customer.
- c. ESTRO AISBL cannot be held liable for any direct or indirect, material or physical, damage suffered by the client or any third party and arising from the execution of the services.
- d. Notwithstanding the above mentioned clause, if the liability of ESTRO AISBL is proven, this liability would be limited to the charges for the relevant service.

#### Article 9: Force Majeure

- a. ESTRO AISBL reserves its right to suspend the provision of services when circumstances occur, which are unpredictable and make the normal execution of the services harder or impossible occur.
- b. Shall be considered as unpredictable events: war, mobilization, invasion, public disorder, embargo, strikes, riots, lock-outs, epidemic diseases, quarantine, damage of machinery, fire, explosions, interruption of energy and other raw materials, restrictions or any other interdiction caused by the State, the weather conditions, floods, or significant price increases,...
- c. Delays or non execution of the Services causes by such cases of Force Majeure shall not give right to any indemnification.
- d. Should the events of force majeure persist for a continuous period higher than three months; each party will then be entitled to ask for the termination of the Agreement, without breach and indemnity, by notice in writing and by registered mail.

#### Article 10: Miscellaneous

- a. When ESTRO AISBL finds it necessary or desirable ESTRO AISBL reserves the right to sub-contract the execution of the services to third parties.

- b. If any clause of these general terms and conditions becomes void or unenforceable by force or operation of law, the remaining clauses shall remain valid and enforceable.

#### Article 11: Governing law and Jurisdictions

- a. These General Terms and Conditions are to be construed in accordance with, and governed by the laws of Belgium
- b. In case of dispute, ESTRO AISBL shall have the right to proceed before the Courts or to choose for arbitration.
- c. When ESTRO AISBL chooses for the Courts, only the Brussels courts shall have exclusive jurisdiction.
- d. Notwithstanding the foregoing, ESTRO AISBL shall have the right to proceed before the Courts of the seat of the Customer.
- e. In case of Arbitration, it will be held in Brussels. The Cepani Rules will be applicable.
- f. The language of Arbitration shall be decided by ESTRO AISBL and shall in all circumstances be the French, Dutch or the English language.

## 14 Use of Space

All booth activities and content must

- provide educational information related to the field of (radiation) oncology and match the educational mission of ESTRO.
- be constructed in accordance with the guidelines, provisions and limitations contained in the exhibitor's manual and annex.
- Receive the prior approval of ESTRO

Booth decorations must be professional. 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.

ESTRO shall have full authority for approval of arrangement and appearance of items displayed and reserves the right to restrict the operation of, or evict completely, any booth or display which, in its sole opinion, detracts from the general character of the exhibition. ESTRO will not be held liable for any costs that may be incurred by the Exhibitor.

## 15 Booth specifications

The minimum exhibition space allowed is **9 sqm**.

### 15.1 Booth design and structural plans

**Booth design and structural plans** must be in accordance with ESTRO rules and regulations, the Venue regulations and the exhibitors' manual and must be submitted for approval to ESTRO [vcremades@estro.org](mailto:vcremades@estro.org) and the Venue by **5 March 2019**. Booth design and structural plans will be valid once the Exhibitor has received the written approval from both ESTRO and the Venue.

### 15.2 Mandatory elements

The floor of the booth must be covered with **carpet**.

The booth must be delimited with suitable and finished **partition walls** to close off the space on all sides other than the visitors' aisles. Partition walls must not be shared between two booths. **Exposed / rear sides of side and back walls** of booths and displays shall be white, plain (without partitions) and kept clean.

### 15.3 Pop-up display

**Pop-up display** must not be used alone and must be completed with partition walls on all sides other than the visitors' aisles.

### 15.4 See-through visibility

Booth structure, design and equipment display must ensure visibility to neighbouring booths and have a suitably open appearance.

### 15.5 Floor Loading

The maximum weight per sqm in the exhibition hall is **5000kg/sqm**.



## 15.6 Height

The maximum building height in the exhibition hall is **7 meters** in AREA 1 and **4 meters** in AREA 2.

The maximum height of any booth or related objects (excluding hanging banners) located 1 meter or less away from a visitor's aisle must not exceed **2,5 meters**. In exceptional cases, ESTRO reserves the right to readapt this regulation.

For booth constructions with **height from the floor higher than 5 m**: a surcharge of **20% of the total amount** corresponding to the space rental will apply.

## 15.7 Double decker and booth exceeding 5 meters high from the floor

Double decker structures are allowed in the exhibition area. Please refer to the congress exhibitors' manual for further details on technical guidelines and additional costs.

## 16 Waste and empties

Exhibitors must have removed all their waste and empties from the exhibition hall by the date and time specified in the event exhibitors' manual. Goods not cleared by then will be collected by the official handling company and costs incurred will be charged to the Exhibitor.

## 17 Booth occupancy

Booths must be fully operational and staffed during the official exhibition hours, including during the Networking evening (official opening of the exhibition).

Booths or part of it must not be dismantled before the official conclusion of the exhibition.

Exhibition space presenting no booth structure by **26 April 2019 at 11:00** will be reassigned for any such purpose or use as ESTRO may see fit, with no possibility for refund to the Exhibitor.

## 18 Liability & Public Policy

It is the Exhibitor's responsibility to comply with all Venue / local laws and regulations pertaining to health, fire prevention and public safety.

If inspection indicates that any Exhibitor has neglected to comply with these regulations, ESTRO reserves the right to remove all or such part of the booth as may be irregular, at the Exhibitor's expense.

No part of the building or equipment rented shall be defaced in any manner. Any and all damages, losses, expenses, and/or costs resulting from failure to observe this notice shall be payable by the Exhibitor, who will be required to indemnify ESTRO and his contractors against any claim arising from such damage. The Exhibitor must, at his expense, maintain and keep in good order his booth and the space for which he has contracted. ESTRO and service contractors have no responsibility pertaining to the compliance with laws as to public policy as far as Exhibitor's space, materials, operation or staff is concerned. Should an Exhibitor have any questions as to the application of such laws, ordinances and regulations regarding his booth or display, they should communicate directly with ESTRO.

Neither ESTRO nor their subcontractors shall be responsible for the safety of the Exhibitor, the Exhibitor's staff, temporary staff or booth. The Exhibitor is therefore required to take out his own insurance against loss, damage, injury and third party liability.

## 19 Security

A security service is provided to deny the access to the exhibition hall to anyone not wearing a congress official badge or not authorised by ESTRO or the Venue.

The security service supplied does not guarantee Exhibitors against loss, neither does it imply an assumption of liability for Exhibitor's property by ESTRO. In general, security will work as follows:

- Access to the exhibition hall and congress facilities is strictly prohibited outside exhibition and congress opening hours.
- Appropriate official badges must be worn at all time to access the exhibition hall.
- Protection of Exhibitor's property is the responsibility of the Exhibitor.

Set-up and dismantling are vulnerable times which can result in the loss of Exhibitor's property. It is recommended that exhibition material is carefully safeguarded, and that Exhibitors have adequate insurance against losses.

All organisers, contractors, exhibitors and their staff must wear safety vests and closed in shoes whilst on the loading dock, service road or in the exhibition hall during the construction, bump in and bump out of events. Vehicle drivers and offside, or passengers utilising the service road or dock areas who intend to exit their vehicle are required to wear a safety vest or approved hi-visibility clothing for safety purposes.

## 20 Occupational health and safety

Occupational health and safety standards will be strictly enforced by the organisers and the venue. All aisle ways and/or fire exits must not be obstructed in any way.

It is the responsibility of all exhibitors to ensure that their employees, suppliers and subcontractors comply with all relevant health and safety regulations and that they have a current Occupational Health and Safety Policy.

## 21 Set-up – Dismantling

Hours and dates corresponding to the exhibition set-up, opening times and dismantling are those specified by ESTRO in the exhibitors' manual. Any request for additional time for set-up, dismantling and/or additional time in the exhibition hall before or after the exhibiting hours must be made to ESTRO, requires the written approval of ESTRO and might cause additional costs. Regulations for set-up and dismantling will be those specified by ESTRO and the Venue.

## 22 Stand builders

A stand builder is any person taking part in the structural part of the booth build-up and/or break-down process. All stand builder registered as such and following the instructions specified in the congress exhibitors' manual and the Venue regulations may access the exhibition hall during build-up and break-down process. Stand builders shall comply with the safety and security measures stipulated by the Venue and wear their accreditation at all time while they are in the exhibition hall.

## 23 Exhibitors

An EXHIBITOR is *any employee of the exhibiting company who possesses a business card with the exhibiting company's name and who is registered as exhibitor to the congress AND any subcontractor registered as exhibitor to the congress by the exhibiting company, working directly for the exhibiting company and dealing with the organisation and management of the booth during the exhibition timings.* All Exhibitors registered as such and wearing the appropriate badge may access the exhibition hall during the times specified in the congress exhibitors' manual. Proof of affiliation can be requested by ESTRO if needed.

## 24 Exhibitors registration

### 24.1 Exhibitor's pre-registration

Exhibitor's pre-registration can be made via email to the ESTRO office ([vcremades@estro.org](mailto:vcremades@estro.org)) from **20 March 2019 to 12 April 2019** with a preferential cost. For further details, please refer to the Exhibitors' manual.

### 24.2 Appointed company representative

Exhibitors badges can only be ordered by an appointed company representative in person. No exhibitors' badges orders will be accepted without the oral or written consent of the appointed company representative. For further details, please refer to the Exhibitors' manual.

## 25 Collection of Exhibitors' badges

The collection of all exhibitors pre-registered badges must be made onsite by the appointed company representative. This person is requested to collect all exhibitors' badges at once. Dates, timing and location for collection of badges are those specified by ESTRO in the exhibitors' manual.

## 26 Minors

Minors (persons under the age of 18) are not allowed in the exhibition hall during build-up and break-down times.

## 27 Catering

The official catering company has **strict exclusivity** on all kind of food and beverage provision at the Venue. Exhibitors who wish to bring their own catering and/or other catering equipment/product must require the written approval of the official catering company and must meet the Venue/local regulations in terms of catering. The official catering company reserves the right to remove any catering and/or related product not complying with this rule.

The Exhibitor may provide participants to the Event with food and beverage as long as it is offered inside the perimeter of the Exhibitor's own booth and with prior approval of ESTRO and the Venue. ESTRO reserves the right to prohibit or remove any food or beverage which, in its sole judgment, is not appropriate to the overall character of the Congress.

## 28 General cleaning and waste

ESTRO will take care of the general cleaning of the aisles and public areas in the exhibition hall during the exhibition opening times. Exhibitors are responsible for cleaning their own booth and disposal of waste generated before, during and after the event. Failure to comply with this procedure shall render the Exhibitor liable for the cost of clearance by the organiser or its contractor. Unattended waste left in aisles during exhibition opening hours will be removed and the related service will be charged to the exhibitor concerned.

## 29 Promotional, distribution and display of material

Distribution of promotional material or display require the written acceptance of ESTRO, are limited to the perimeter of the Exhibitor's booth and must provide educational information related to the field of (radiation) oncology.

## 30 Exhibitors activities

The date and place of any industry event / social activity planned by the Exhibitor must be approved by ESTRO. ESTRO shall have full authority to discontinue any function not approved by ESTRO and will not be held liable for any costs incurred by the Exhibitor.

### 30.1 Social functions / special event

Social functions or any special event planned by the Exhibitor during the ESTRO congress (this includes the ESTRO pre-meeting courses and workshops):

- require the prior written acceptance of ESTRO
- must not be held in the same place as any ESTRO activity
- must not be held during the scientific programme of the ESTRO Event or during ESTRO activities (this includes the pre-meeting courses and workshops).

### 30.2 Meetings

During the congress hours, ESTRO allows exhibiting companies to organise different formats of meetings. Such meetings are limited to staff meetings, briefings, advisory boards, client meetings. Any other type of closed meetings must be approved by ESTRO.

Also: Meetings including more than 30 guests require the prior approval of ESTRO. Meetings with similarities to a satellite symposium session are not allowed.

### 30.3 Unveiling ceremonies

Unveiling ceremonies planned by the Exhibitors will be scheduled **during the Networking evening**.

For further details, please refer to the Exhibitors' manual.

## 31 Audio and visual activities

The use of lighting, IT and AV material is acceptable as long as no disturbance is caused and only within the confines of the stands. Lighting must be directed towards the interior of the stand.

The production of music and/or sound requires the written acceptance of ESTRO, is limited to the perimeter of the Exhibitor's booth and must be directed towards the interior of the stand.

If ESTRO judges that a disturbance is being caused, the Exhibitor will be required to lower or halt the activity immediately. Licensing for copyrighted work is the sole responsibility of the Exhibitor.

## 32 Satellite symposium

### 32.1 Main contact

The company will provide ESTRO with the name of one person who will be responsible for the organisation of the satellite symposium. If several people are responsible for various aspects of the symposium, the company must inform ESTRO accordingly. If an agency is appointed to manage and organise the satellite symposium, the company must inform ESTRO and provide the agency name and contact person details. Only official agency representatives will receive information material from ESTRO.

### 32.2 Eligibility

To obtain permission to hold a satellite symposium during the ESTRO Event, the company must be registered as Exhibitor at the ESTRO Event and meet the Rules and regulations and requirements stipulated in the exhibitors' manual.

### 32.3 Available slots and rates

Available slots and rates are those specified in the Exhibitors' manual.

### 32.4 Satellite symposium package

The satellite symposium package is the one specified in the Exhibitors' manual. Any request for additional material/service will need the prior approval of ESTRO and will be subject to additional costs.

### 32.5 Access

Participants fully registered to the congress, one day participants, company representatives wearing their exhibitor's badges, speakers and all persons involved in the organisation of the satellite symposium (technicians, speaker) wearing the appropriate badge have the right to attend the industry satellite symposium. Exhibitors are not allowed to attend the satellite symposium session of another exhibiting company unless invited. The exact time for access to the room is the one specified in the Exhibitor's manual.

### 32.6 Rehearsal

A rehearsal session is possible for exclusive satellite symposia sessions with written approval of ESTRO. This service will involve additional costs.

### 32.7 Setup and dismantling

Companies must adhere to the indicated start and end times of the reserved time slot. Extensions beyond the assigned timings are not allowed under any circumstances. The room should be completely vacated immediately after the end of the satellite symposium. Companies are responsible for removing all materials, waste, etc from the room before the next scientific session starts. In case of non-compliance, companies may be charged for costs incurred for cleaning or removal of materials. Installations or alterations to the rooms and the standard set-up can only be made with the prior written approval of ESTRO.

### 32.8 Programme

The programme must match the scientific mission of ESTRO and requires the written acceptance of ESTRO. The title and programme of the satellite symposium, name(s) of chairperson(s), speakers and titles of all presentations should be sent to ESTRO by **5 March 2019**.

**ESTRO reserves the right to** reject any proposal that is not considered as appropriate to the Event or does not comply with the criteria set forth in the rules and regulations.

### 32.9 Speakers

Members of the congress scientific committee and Faculty and ESTRO congress speakers should not be offered/accept positions at industry-related satellite symposia or other public scientific activities organised by the industry within the framework, or in connection with the Event.

Each company is responsible for the registration of the satellite symposium speakers. For further details, please refer to the Exhibitors' manual.

### 32.10 Promotional activities

ESTRO encourages independent promotion of approved symposia, with prior written approval of ESTRO and in line with the GDPR (General Data Protection Regulation). Onsite promotion of the satellite symposium will be strictly restricted to the company's booth.

### 32.11 Catering

All catering related to the satellite symposium session must be organised and ordered to ESTRO.

### 32.12 Disclaimer

ESTRO will ensure that satellite symposia are clearly distinguished from the Event scientific program. Also, it is the responsibility of the Exhibitors organizing a satellite symposium to use appropriate disclaimers in symposium advertising and programme materials so that a clear distinction is made between the industry satellite symposia and the congress scientific programme.

## 33 Advertising – Sponsoring

To be eligible to benefit from the visibility offered by the sponsoring and advertising opportunities, the company must be registered as Exhibitor at the ESTRO Event. Request for advertising or sponsoring of any kind must be made to and requires the prior approval of ESTRO. This also applies to the placement of signs.

## 34 Use of Wifi

Free wifi will be available in all facilities of the congress centre for individual use. In order to guarantee a good service to all congress participants, Exhibitors are required to purchase their own WIFI / internet connection for use on their booths.

## 35 ESTRO name or logo use

The use of the ESTRO name, acronym, logo, and/or the Event brand in conjunction with Exhibitor's events, advertisements, promotional materials/activities, endorsements, statements, contents and/or awards of any kind without the expressed written consent of ESTRO is strictly prohibited.

## 36 ESTRO data use

The use of data communicated by or belonging to ESTRO in conjunction with advertisements, promotional material or activity, participants, endorsements, statements, contents and/or awards of any kind without the expressed written consent of ESTRO and in line with the GDPR is strictly prohibited.

## 37 Photography, videotaping and recording

All photographing, filming, taping, recording, reproducing, imaging, or capturing in any medium of the Event or content, material, presentation, symposia, attendees, exhibition, exhibitors, booth, products, including any display or equipment, is strictly prohibited without the prior written consent of ESTRO and must be in line with the GDPR. Capturing is restricted to ESTRO and only the official ESTRO photographer or other ESTRO authorized persons may perform capturing in the exhibition hall or anywhere in or on the Congress Centre property.

With written consent from ESTRO, Exhibitors may conduct limited photography or video activity of their own products within their own booths. To obtain such consent, Exhibitor must submit their request to [vcremades@estro.org](mailto:vcremades@estro.org) together with a written plan and schedule of capturing.

## 38 Presence on another Exhibitor's booth

Exhibitors are not allowed onto the booth of another exhibiting company unless invited.

## 39 Continuing medical education credits

Exhibitor's badges with access to the scientific sessions do not include the direct right to receive continuing medical education credits. For any request related to this matter, please contact ESTRO.

## 40 Agreement to Rules and Regulations

The Exhibitor, for himself or itself, his or its employees, or "designated representatives" ("designated representatives" to include but is not limited to agents, part time personnel, contractors), agrees to abide by the foregoing Rules and Regulations and those requirements and specifications provided in the congress exhibitors' manual, Venue rules and regulations and by any amendments and additional rules that may be put into effect by ESTRO.

## 41 Violation of Rules and Regulations

In case of violation of any part of the Congress Rules and Regulations, ESTRO has full authority to request to the Exhibitor the total amount of the service concerned plus a minimum 10,000€ penalty. Reiteration by the Exhibitor may result in the expulsion of the Exhibitor from the exhibition hall at the Exhibitor's cost with no eligibility for refund and eviction from participating in future ESTRO events.

## 42 Claims procedures, place of performance and jurisdiction

All claims by the Exhibitor against ESTRO must be in writing. The maximum time lapse is 3 months from the closure of the Event. Agreements which deviate from these conditions or from the supplementary regulations must be in writing; facsimile signature suffices. The contract is governed exclusively by Belgian law; the English text is authoritative.

## 43 Amendment and additions to rules

All exhibition aspects and questions not covered by the *ESTRO Rules and Regulations* are subject to the decision of ESTRO. *ESTRO Rules and Regulations* may be amended at any time by ESTRO, and all amendments shall be equally binding for all parties. In case of a dispute, the ESTRO Rules and Regulations take priority.