

TERMS & CONDITIONS for sponsoring and exhibition

1. Contract – Meeting Dates:

Mailing or delivering this Registration Form does not constitute a formal agreement that the exhibitor/sponsor is admitted to the exhibition/event. Contractual conditions are constituted when ICIS (subsequently the Exhibition & Sponsor Management) sends written acceptance of the company to the exhibition. The Exhibition & Sponsor Management may refuse the exhibitor/sponsor registration without giving cause. The registration form must be completed, signed with a legally competent signature, and delivered on time.

Special wishes regarding placement of the stands will be given all possible consideration, but placement demands as a condition of registration on the part of the exhibitor cannot be recognised. The Exhibition & Sponsor Management has the right to revise the location and time of the exhibition, to shorten the time of the exhibition and to cancel the exhibition. Any change in the length or the time of the exhibition does not entitle the exhibitor to cancel the contract, to request the lowering of fees, nor to put forward a claim to damages incurred thereby.

In case of cancellation of the booked sponsor package, a **cancellation fee of 50%** of the total costs is charged if a booking is cancelled **until 28 February 2025 and 100% cancellation fee** is charged for cancellations **thereafter**. Should unforeseen circumstances necessitate a changeover to a hybrid or a purely virtual conference, you will be informed immediately about your virtual exhibition area or sponsor package on the online platform. The changeover to a hybrid or purely virtual conference does not entitle the exhibitor to cancel the contract. In such a case, the costs and details of the sponsorship package will be adjusted according to the necessary technical amendments.

2. Conduct of Exhibitors:

Exhibition and Program Partners cannot host competing meetings, seminars, social events and other activities during exhibit hours or in conflict with any meetings and activities listed in the Final Program without written approval of the Exhibition & Sponsor Management. The right is reserved to refuse applications of companies that do not meet the standards required or expected, as well as the right to curtail exhibits or parts thereof which reflect against the character of the meeting. No Exhibitor may enter another Exhibitor's booth without permission. Photographing or examining another Exhibitor's equipment without permission is prohibited.

Staffing:

As a courtesy to the attendees and to fellow Exhibitors, exhibits must be staffed at all times during the meeting. All Exhibitors are expected to make their travel and hotel arrangements in accordance with this policy.

3. Purpose of the Exhibition – Advertising:

The stands may be used only for exhibiting and advertising the exhibitor's own products, the sale of any products is not permitted. Any orders for products that are taken must be in accordance with laws covering such orders. Advertising materials may be distributed only within the stand. During exhibition hours all stands must be continually staffed. The exhibition rooms are to be used only during the official opening hours. For the presentation of advertising lectures, advertising films, slide projection or for the distribution of samples, it is necessary to obtain written permission from the Exhibition & Sponsor Management. Companies that are not exhibitors are forbidden to advertise in any way in the exhibition hall or in the entrances to the exhibition hall. Any kind of promotion outside of your exhibition space is forbidden (such as Working Acts, Flyers etc.).

4. Catering:

Catering must be arranged solely with the meeting hotel and is at the exhibitor's own expense. Coffee breaks will be provided for all participants in the exhibit foyer.

5. Set up and dismantling – Maintenance of booths

The set up and dismantling of the exhibition booth must be done during the official set up and dismantling times. If the official set up and dismantling times are not met additional costs may arise for the exhibiting companies. Rental furniture will be ready on Sunday, November 2, 2025. Before that time no delivery can be guaranteed. During the set up and dismantling the instructions of the organisers must be followed, regulations from the police and other official regulations must be considered. Exhibiting companies must take care that no damage is done to the building or any property of the venue. Any damages caused by the exhibiting company will be charged. Damaging or modifications of material offered by the organiser is not allowed. Defects on the material offered by the organiser must be communicated by written notice to the organiser. Materials used by the exhibiting company must be fire-resistant to conform to local fire ordinances and in accordance with regulations established by the National Association of Fire Underwriters. Any exhibits or parts

thereof that are found not to be fireproof may be ordered dismantled. All aisles and exhibits must be kept clear at all times, and fire stations and fire extinguisher equipment is not to be covered or obstructed. The exhibition booth must be designed in a way that the rented exhibition space will not be exceeded, neither in the height nor in the base area. Furthermore, the design of the booth must ensure that other exhibiting companies or participants will not be bothered by light and sound installations. The exhibition space must be left in orderly state. Stored goods, empties and packaging materials must be removed by the exhibiting company. The Exhibitor remains solely liable for the safety of its exhibit and any products or materials used or displayed therein.

The Exhibitor agrees that it is solely responsible for protecting its property on the premises of the hotel.

5. Electrical Installations – Power consumption:

The exhibitors agree to use the exclusive supplier for all electric power requirements. It is forbidden for organisers or exhibitors to connect fuse boxes or electrical loads to the venue's electrical sockets themselves. The Exhibition & Sponsor Management is not responsible for any losses or damages which may occur from interruptions or defects in the electric power supply.

6. Subleasing – Access permission:

Partial or whole subleasing, or otherwise relinquishing a stand to a third party and private agreements for exchange of stands or floor space between two exhibitors is prohibited. The Exhibition & Sponsor Management reserves the right to enter any stand at any time.

8. Liability:

The exhibitor is liable for all damages caused by the exhibitor, by their staff, by their visitors and clients, and by any agent acting for him; the exhibitor indemnifies the Exhibition & Sponsor Management in all such cases. The Exhibition & Sponsor Management requires that the exhibitors take out an insurance policy. An insurance certificate in the amount of \$2 million must be submitted by each Exhibitor. ICIS should be listed as the additional insured. Each Exhibitor must do so at their own expense. All certificates must be emailed to the Exhibition & Sponsor Management prior to the beginning of the meeting. Please contact the Exhibition & Sponsor Management if you require further information.

9. Exhibitor & sponsor registration:

All Exhibitors and Sponsors must be registered. Exhibitor and Sponsor badges are all access. ICIS does not offer exhibit only badges. Each person issued an Exhibitor's badge must be employed by the exhibiting/sponsoring company or have a direct business affiliation. Badges must be worn at all times.

Attendees with Disabilities:

If you have a disability or a special need that may affect your participation, please contact the Exhibition & Sponsor Management to discuss your requirements. We cannot ensure the availability of appropriate accommodations without prior notification of need.

10. Payments – Breach of contract:

The given dimensions of rented items are approximate. The Exhibition & Sponsor Management reserves the right to change the dimensions to use the available exhibition area most efficiently and to adjust the stands to the blueprints of the exhibition hall.

Payments are accepted by **wire transfer or credit card**. Upon receipt of the duly signed booking form/contract, the exhibitor/sponsor receives an invoice with the instructions for wire transfer or a secure credit card link. Payments are due **promptly after the receipt of the invoice**.

All bookings and payment must be made by 29 August 2025. The exhibitor/sponsor bears the costs of all taxes, fees or official charges on the total sum. In case of delayed payment, ten percent (10%) interest per annum is charged.

If a company wishes to withdraw from taking part in the congress after being under contract (as exhibitor or sponsor) to do so, the following cancellation fees apply:

50% of total costs if booking is cancelled until 28 February 2025

100% cancellation fee for cancellations of any orders thereafter

Should unforeseen circumstances necessitate a changeover to a hybrid or a purely virtual conference, you will be informed immediately about your virtual exhibition area or sponsor package on the online platform. The changeover to a hybrid or purely virtual conference does not entitle the exhibitor to cancel the contract. In such a case, the costs and details of the sponsorship package will be adjusted according to the according to the necessary technical amendments.

11. Rules and Regulations:

Exhibitor agrees that all current and subsequent ICIS regulations and the conditions and regulations of the host hotel, and other facilities used by ICIS are made a part of this Agreement and are incorporated by any reference prior to the start of the Symposium. ICIS and, in its discretion, its designees shall have the full and exclusive power in matters of interpretation, amendment, and enforcement of all such conditions and regulations, and any amendments when made and brought to the notice of said Exhibitor will be as though duly incorporated herein and subject to the terms and conditions of this Agreement. If a dispute or disagreement arises between the parties concerning the allotment of or permitted use of exhibition tabletop or concerning the allotment of or permitted use of exhibition space or concerning interpretation of any of the conditions or regulations, the decision and interpretation of ICIS is final. The Exhibitor agrees to abide by the interpretation that, if requested, shall be in writing. If ICIS is forced to close an Exhibitor's tabletop or take other remedial action to address a violation of ICIS rules and regulations, the Exhibitor will not receive a refund or other compensation from ICIS.

12. Final Stipulations:

The exhibitor gives up all claims to contestation of the contract, especially in cases of mistakes and in cases in which the value of the contract exceeds or is less than half of the true value. All oral agreements, special permissions and special arrangements are valid only upon receipt of written confirmation.

Any controversy or claim arising out of or relating to this contract, or breach thereof, shall first be discussed informally for an amicable settlement between the parties and should that not succeed shall be settled by arbitration in the State of California in accordance with the commercial arbitration rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

All matters and questions not covered by these regulations are at the discretion of ICIS. Management may amend these regulations at any time, and all amendments that may be so made shall be equally binding upon publication on all parties affected by them as the original regulations.