

International Master Course on Aging Science

IMCAS

A M E R I C A S 2 0 1 9

RULES & REGULATIONS

GET READY TO EXPLORE THE HOTTEST
TOPICS IN PLASTIC SURGERY,
DERMATOLOGY & AESTHETIC SCIENCE
IN 3 DAYS

EDITION N°3

CARTAGENA

COLOMBIA - **AUGUST 1 TO 3**

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Please fill in and sign

Page 3 : « 1- SIGNATURE & CONTRACTUAL COMMITMENT »
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Event organizer: IMCAS c/o Comexposium Healthcare
 Venue contractor: Centro de Convenciones de Cartagena (CCC)

1 - SIGNATURE & CONTRACTUAL COMMITMENT

I, the undersigned

Last name: _____ First name: _____

as a legal representative for (company name): _____

Position within the company: _____

Certify that:

- The company I'm representing, its employees or subcontractors, will:
 - comply to all dispositions mentioned below in the **RULES and REGULATIONS – V2_rules_and_regulations_based_on_v33**
- I or a legally chosen representative will proceed to the immediate payment of the invoice if any of the 10 points below are not respected:
 - The set up departure form is not signed, in accordance with chapter 4.2.c (1 000 USD excl. tax)
 - The dismantling departure form is not signed, in accordance with chapter 4.2.b (1 000 USD excl. tax)
 - The setting up and dismantling schedule is exceeded, in accordance with chapter 4.2.d (2 700 USD excl. tax per hour of exceeding, binding any other exhibitor(s) whom would still be on site)
 - Areas are not properly protected with carpet/protection sheet in accordance with chapter 4.5.n.iii (minimum fine is at 600 USD excl. tax)
 - The space is not completely cleaned of any decor, hardware, carpet, etc... i.e in accordance to chapters 4.6.c (500 USD excl. tax per cubic meter for cleaning)
 - There is any deterioration in accordance to chapter 4.6.d (minimum fine at 2 000 USD excl. tax)
 - The walls are not covered on both sides (inside and outside of the booth) in accordance with chapter 4.5.m.ii (1 000 USD excl. tax)
 - There is any late return or lost of meeting/training room key(s) in accordance with chapters 6.3.e (100 USD excl. tax per day) and 6.3.f (300 USD excl. tax per key)
 - There is any late return or lost of the badge scanner(s) in accordance with chapters 7.1.d (100 USD excl. tax per day) and 7.1.e (400 USD excl. tax per device)
 - The use of CCC waste bins (for materials such as cardboard, general rubbish, etc.) during the congress in accordance with chapter 5.2.g (minimum fine is at 500€ excl. tax)

LEVELS 1

- **GENERAL BOOTH SET UP:**

- LEVEL 1:

Wednesday, July 31, 2019 from 8:00AM to 7:00PM

NOTA: the exact booth set up time depends on the booth's type (raw space or with construction), size and location. The exact schedule will be announced on the exhibitor's company account 2 months prior to the conference.

- **GENERAL BOOTH DISMANTLING:** Saturday, August 3, 2019 from 6:00PM to 10:00PM

I undertake to sign the ARRIVAL and DEPARTURE FORM with the dedicated person at the IMCAS Exhibitor Services before and after both the set up and dismantling of my booth.

- I therefore accept :

- To sign this one page (signature & contractual commitment) and
- To sign the attached Credit Card Authorization Form with the amount of 3 000 USD as a guaranty. IMCAS engages itself in using this guaranty **only** if the exhibitor does not fulfil one of the above requirements and fails to honour the invoice that could be established in strict respect with the binding contract.
- To enclose a copy of both sides of the credit card
- To upload all three documents through my company account on <https://www.imcas.com/>

It is imperative that I carry a copy of this document during the whole event.

Date (prior to June 27, 2019):

Signature preceded by the mention «Read and approved»:

Signature:

I/We, _____ hereby authorize IMCAS to charge my/our credit card for the maximum amount of 3 000 USD as per information completed in full & in capital letters below:

TYPE OF CREDIT CARD

- VISA CARD
- MASTERCARD
- EUROCARD
- AMERICAN EXPRESS

CREDIT CARD ISSUING BANK

CREDIT CARD NUMBER

EXPIRY DATE

CARDHOLDER'S NAME
(as it appears on Credit Card)

CARDHOLDER'S SIGNATURE
(as it appears on Credit Card)

AUTHORIZED PERSON
CONTACT DETAILS

COMPANY NAME &
OFFICIAL STAMP

SECURITY CODE

For cards other than AMEX: last 3 digits on the back of your credit card (CCV code)

For AMEX card: 4 digit number located above right of the credit card

CONTACT ADDRESS, PHONE, FAX AND E-MAIL

NAME OF CONTACT PERSON:

DATE:

.....

.....

Note

Please attach a copy of both front and back sides of your credit card

This is a **GUARANTY**, to be cashed only if the exhibitor does not comply with the signed contract as per the **RULES and REGULATIONS** document, chapter 1 "Signature & Contractual Commitment"

2 – EXHIBITOR APPLICATION AND SPACE SELECTION

1. Exhibitor application process and space selection

- a. When reserving a booth space, the materials required for review are the following:
 - i. Company profile (company history, mission statement, management team bios, and advisory/ board of directors listing)
 - ii. The products and/or services the company wants to exhibit (i.e. product brochures)

b. Exhibitors can apply for exhibit space based on the PPS (Priority Point System): Each exhibitor will be assigned to a Priority Group 7 months prior to the concerned conference. The assignment of each Priority Group depends on the Priority Points the company has earned. These Points are calculated based on the following 4 criteria over the period of the preceding 36 months:

- Exhibit space purchased (square meters purchased per exhibitor)
- USD invoiced for sponsoring activities (total investment except exhibit space)
- Frequency of participation (loyalty program)
- Registrations (delegate group registration)

Go to <https://www.imcas.com/en/exhibit/imcas-americas-2019/sponsor-beta/pps> to learn more about PPS.

ALL COMPANIES / VIEW-ONLY MODE

27 MARCH 2019

PRIORITY GROUP #	PRIORITY POINT RANGE	APPLICATION OPENS
Priority group 1	75 - 500	24 July 2018 12:01 (CEST)
Priority group 2	30 - 74	26 July 2018 12:01 (CEST)
Priority group 3	1- 29	30 July 2018 12:01 (CEST)
Priority group 4	0	01 August 2018 12:01 (CEST)

Applications for specific products received within the same Priority Group, given that the 50% deposit has been made, will be allocated based on the following criteria:

- i. Priority points (highest to lowest)
- ii. Tie-breaker – Date/time of application

c. Even if the criteria described above are respected, IMCAS reserves the right to refuse any demand to exhibit based on space limitations, safety & legislation matters, failure to comply with the above guidelines, past inappropriate behaviour or if the company does not meet the Organizer interests.

2. Application procedure

- a. To apply for a booth space, a company should place an order through the **IMCAS** online platform (<http://www.imcas.com>).
- b. No demand for exhibit space will be accepted by phone or email.
- c. In respect to chapter 2.1.a, the application must include the company name, a short company profile, the field of interest and a list of products / services to be exhibited during **IMCAS Americas 2019**
- d. An automatic email is immediately sent with the corresponding invoice after the order is placed online. Payment of the requested deposit should be made within 72 hours (3 working days). Failure to pay within the deadline will lead to immediate release of the selected products and booths and will have a negative impact on Priority Points.

3. Booth space change

- a. **IMCAS** reserves the right to modify the floor plan at any time.
- b. After assignment of space, exhibitors agree to be relocated to other comparable space, if necessary, and this is under the judgement of the Organizer.

4. Cancellation or reduction of space

- a. Cancellation must be made in writing.
 - i. For cancellation received before **April 15, 2019**: 50% of the total invoice is charged.
 - ii. Cancellation received after **April 15, 2019**: no refund. Total invoice is due.
- b. In case of nonpayment within deadlines, the Organizer will allocate the booth to the next company on the waiting list without prior notice.

3 - COMPLIANCE & LAW

1. Obligation to provide booth layout and equipment

- a. Submit the booth layout through the company account before **Monday, July 22, 2019**
- b. The layouts must include the maximum height of the structure, the maximum height of any sign, the ribs on the ground and it must signal the presence of a disposable floor (specify height and locate the access ramp on the map). **IMCAS** is given the right to refuse booth installation of exhibitors who have not returned the layout within the time allotted. These plans may be submitted for opinion to the Safety Officer.
- c. Roofs are not allowed
- d. The use of signage in white letters on a green background is prohibited, since these colours are reserved exclusively for the "Exit" sign or the fire services team.
- e. In order to verify that the booth being built onsite corresponds to the design previously sent, this layout will be checked during set up. Should the booth building not coincide with your layout, **IMCAS** reserves the right to amend or stop the construction.

2. Obligation to comply with the regulations in force in the eyes of regulators:

- a. Labor law
- b. Customs (for materials or products from abroad)
- c. Hygiene (for food or animal species)
- d. Products licences: it is the exhibitors responsibility to obtain the corresponding marketing and commercialization licences of the products that are displayed, promoted or utilized during the event. The product or device has to be legally authorized by the local authorities within the country where the event is held. Products without a license are not permitted to be promoted.
- e. Medical licences: any medical act organized by the Exhibitor during the event shall be executed by physicians qualified and licensed to do so following the law and regulations of the country where the event takes place. Please note that many country's demand to process a 'Temporary Licence' for the physician to legally perform a medical act/application. Please refer to 4.1. What about performing a live demonstration? from the sponsor FAQ on the **IMCAS** website for further details.

3. Obligation to comply with **IMCAS** non-competition policy

- a. A firm or a laboratory exhibiting at **IMCAS**, except with prior approval from **IMCAS** Secretariat, cannot organise any seminars, workshops, courses involving delegates (registered doctors, nurses, etc.) during the:
 - > preceding 24 hours
 - > entire duration of the congress
 - > following 24 hours
- b. If agreed by the **IMCAS** Secretariat, the event should then obtain the approval of the Scientific Committee with regards to the good practices of the art of medicine:
 - a complete outline of all sessions should be submitted
 - timing of each session
 - title and learning objectives of each session
 - names and specialties of trainers and speakers
 - product / device eventually used for each live demonstration on a living patient
- c. If agreed by the **IMCAS** Secretariat, the event should not demand any registration fee to any of its attendees.

4. Insurance and liability

- a. Exhibitors are advised to be fully ensured by their own insurance policy including, but not limited to, risks to their property and

goods, public liability, and loss or damage caused by circumstantial reasons such as fire, water, theft, and accidents. Exhibitors shall insure against, indemnify and hold **IMCAS** harmless with respect to all costs, claims, demands and expenses to which **IMCAS** may in any way be subjected as a result of any loss to the public or any persons present at the event, caused as a result of any act of the default of the exhibitors and their affiliates, agents and contractors.

- b. **IMCAS** shall not be therefore liable to the exhibitor or to any other person for

- i. loss of life
- ii. injury to person
- iii. loss or damage to property or goods

- b. **IMCAS** should not be held responsible for any stolen goods before, during and after the congress. the exhibiting company must survey its belongings at all times.

5. « Force majeure »

The event may be moved to a different date or location, cancelled altogether or the time frame changed as a result of incidents beyond anyone's control, extenuating circumstances out of the control of **IMCAS** (such as but not limited to general strike, invasions, hostilities, war, rioting or similar situations which prevent performance of the contract) or acts-of-God (such as but not limited to epidemics, floods, volcanic eruption, earthquakes or other convulsions of nature and other acts). The registration remains binding in the event of a time change or extensions or because of a cancellation caused by, or resulting from, directly or indirectly a Force Majeure (as such term is defined in the preceding sentence). The registrant has no right to regress if the event has been moved to a different date, a different time frame or cancelled entirely as set forth herein.

6. Image rights

- a. Pictures (photographs or films) may be allowed on written permission of the organizer, within the precincts of the event. This authorization may be withdrawn at any time. A test of all the shots will be given to the organizer within fifteen days following the close of the event. Pictures and videos are never allowed during sessions.
- b. Shooting by visitors is prohibited by **IMCAS**. The photograph of some object in the booths may be prohibited to demand and to the diligence of the exhibitors. The Exhibitor is obliged to allow photography of its stand and / or objects exposed by the services of professional staff of **IMCAS** or authorized by it. These shots are likely to be used later in any catalogue or advertising material published by the organizer, without the Exhibitor being entitled to any compensation in return.
- c. **IMCAS** holds the copyright to all educational materials presented or derived from its meetings, such as: video recordings of live demonstrations / symposia / handouts / posters / abstracts / presentation synopses. The information presented during **IMCAS** congresses may not be published or broadcasted in any media in its original format (except for news releases). Consequently, all sponsored sessions such as, live demos, symposia, guest lectures are derivative products of **IMCAS** and the property of **IMCAS**.

7. Leaflet distribution

Leaflet or other promotional material may not be distributed from anywhere other than the exhibition booths. Leaflet distributed at any other point throughout the venue will be removed by the organizer.

4 - BOOTH SET UP & DISMANTLING

1. General date and time of installation, decoration and dismantling:

LEVELS 1, 2 & 3

a. General booth set up:

• LEVEL 1:

Wednesday, July 31, 2019 from 8:00AM to 7:00PM

NOTA: the exact booth set up time depends on the booth's type (raw space or with construction), size and location. The exact schedule will be announced on the exhibitor's company account 2 months prior to the conference.

b. General booth dismantling: **Saturday, August 3, 2019 from 6:00PM to 10:00PM**

c. The maximum time a vehicle must remain on the loading bay is 30 minutes, therefore enough personnel must be employed for this purpose.

d. All material must enter through the loading bay during the set up, no other entrances can be used for this purposes.

2. Exact compliance with setting up and dismantling hours

a. Exhibitors or their contractors, must have completed their installation by the date and time limits set. If exceeded, no permission to access the venue will be given for packing, machinery, vehicle transport, external contractors under any motive and without any regard for the harm it could cause the Exhibitor. Contractors remaining onsite after the allocated schedule will be subject to a penalty fee.

b. At the end of booth set up and dismantling, exhibitors must sign the SET UP DEPARTURE FORM & DISMANTLING DEPARTURE FORM by presenting themselves at the **IMCAS Exhibitors Services**. Should the exhibitor not sign the SET UP and/or DISMANTLING DEPARTURE FORM, a penalty fee of **1 000 USD (exclusive of tax)** is applicable.

- upon finishing the construction during set up of their booth, the person responsible for the booth must receive approval from the IMCAS team before departure, therefore stating that the booth construction complies with the rules and regulations by signing the SET UP DEPARTURE FORM.

- upon finishing the dismantling of their booth, the person responsible for the booth must receive approval from the IMCAS team before departure, therefore stating that the booth dismantling complies with the rules and regulations by signing the DISMANTLING DEPARTURE FORM.

c. Any excess time will be billed as follow:

2 700 USD (exclusive of tax) per hour for all levels that has exceeded, jointly with any other exhibitor(s) still present

FOR EXAMPLE:

- If only one Exhibitor is still present, 2 700 USD (exclusive of tax) will be charged
- If two Exhibitors are still present, this amount will be divided by two
- If three Exhibitors are still present, this amount will be divided by three, etc

This amount strictly respects the extension fee imposed by the venue **CCC** to **IMCAS**. **IMCAS** does consequently apply the same amount to its exhibitors without applying any additional commission fee.

3. Constructor passes delivered by IMCAS

Constructor passes:

a. should be obtained upon entering the conference venue and properly worn by all contractors at all times.

b. provide access to the exhibition area only during the assembly and disassembly of booths

c. are only provided **AFTER** any workforce hired in-country confirms that they have the affiliation to the Colombian Social Security System up to date. It is the responsibility of the exhibitors, who hire third party services, to comply with the labor legislation in force.

d. to be collected at the **loading bay upon entering the venue on Wednesday July 31 located**

i. **PARKING LOT LEVEL – Through the IMCAS representative**

4. Delivery and consignment: 2 options

a. OPTION 1 > Using a freight company

i. you can either use a freight company of your choice or

ii. you can use the service of the appointed **IMCAS** Official Freight Forwarder:

GAMALOG SAS

Camilo NUNEZ MORALES

Teléfono : +57 1 422 0200 Ext 115

Email : gerencia@gamalog.com

Sitio web : <http://www.gamalog.com/>

b. OPTION 2 > Direct delivery to the **CCC**

i. Shipping address:

IMCAS AMERICAS 2019 - (Booth Number)

CENTRO DE CONVENCIONES DE CARTAGENA DE INDIAS

"Julio Cesar Turbay Ayala"

Getsemaní, Calle 24 N° 8a - 344,

Cartagena de Indias, Colombia

ii. On each box/package to be delivered at the conference venue, the name of your company, the booth number and the event name should be clearly written.

iii. Deliveries should be done during exhibition set up day (see chapter 4.1). Any goods delivered before the above mentioned day will not be accepted

iv. The vehicles delivering your booth materials should present themselves at the parking entrance, located on Calle 24, at above exact delivery time or after.

v. Vehicle height restriction

1. Maximum vehicle height => 3,50m

2. Maximum vehicle width => 3,50m

3. Maximum vehicle weight => 7 tons max

vi. Lifts:

1. Entrance Dimensions: Width 5m x Height 3.9m

2. Compartment Dimensions: 5m x 3.9m

3. Capacity 4.5 tons

vii. The movement within the freight station is the own responsibility of the users. Only vehicles loaded with goods are admitted for the installation and removal utility. Access is limited to the strict duration of unloading. For the duration of the event, no cars or vehicles are allowed to enter, park or drive in the delivery area, outside the hours set aside, without special authorization from IMCAS in advance and in accordance with the Building Congress. **IMCAS** reserves the right to remove or stop any business vehicle, personnel or offending driver and to permanently bar the access to the event during its term at the risk of vehicle owners.

viii. **IMCAS** commits itself to respect the allocated schedule to the best of its availabilities. However, it should not be held responsible for any overtime, delays or conflicts that may occur within the loading bay before, during and after the congress.

c. Receiving your goods

i. The consignee whom will accept your goods must be a person from your company.

IMCAS will not be responsible for reception of your goods and materials on your behalf.

ii. Each Exhibitor, or his acknowledged representative, will provide the transportation, receipt, shipment of its package and recognition for their content. All packages must be unpacked on arrival. If the exhibitors or their agents are not present to receive their package, **IMCAS** will not receive it, the organizers reserve the right to store it, unwrap it or return it to the sender

and submit to the exhibitor costs, risks and perils for that.

5. Set-up

- a. Attendance is compulsory at the booth: the Exhibitor or his duly accredited representative should be there during the visit of the services responsible for safety. Compliance, throughout the event, to the security measures imposed by the government or taken by **IMCAS** is mandatory.
 - b. Installation of the booth is to be made by a qualified installer and proof of registration may be demanded. The indoor booth equipment is under the responsibility of the Exhibitor. The installer is responsible for all risks of its own facility and any damage it may cause due to its own facility, however, whose performance must be performed by qualified installers.
 - c. **IMCAS** will not be responsible for slight differences that could be observed between the dimensions shown and dimensions in actual location, nor changes occurred in the environment of the booths (modification of neighbouring booths, alleys reconfiguring...).
 - d. Regarding the water, the Exhibitor is responsible for its installation and the damage it might cause (e.g. water damage).
 - e. The Exhibitor cannot occupy the position of others. Exhibitor will have to release it since the very first injection and return it in its initial state.
 - f. Booth construction must remain within the limit of the allocated space. Prohibition to modify the already on site structures (stringers, panels, curtains ...), to occupy, somehow, the spaces reserved for visitor traffic and to occupy another company's booth. Any attachment to the frame, against the walls of the halls and against the partitions of the booths is prohibited.
 - g. No overlaps of goods that would be deemed as dangerous or unsightly by the **IMCAS** team.
 - h. All fire exits and venue entrances must be kept cleared and free of obstruction at all time in accordance with **CCC Fire regulations**
 - i. Of the total area of exposure, the maximum height partitions or separating elements, and all decorations including the top advertising signs, is fixed at
 - i. **LOBBY DEL GRAN SALÓN BARAHONA: 2,40 meters**
 - ii. **HALL DE EXPOSICIONES at LEVEL 1: 2,40 meters**
 - iii. **GRAN SALÓN BARAHONA at LEVEL 1: 3.5 meters**
- The Organizer can stop the set up at any time if that request is not fulfilled.
- j. No slinging.
 - k. Any promotional support has to be placed within the allowed space and in such a way that it doesn't cross the booths limits and walls, nor disturb the general good harmony and contiguous exhibitors.
 - l. Every plants and flowers have to be placed in waterproof flowerpots.
 - m. **The CCC may charge a 30% charge on all multimedia material brought in from an external provider.**
 - n.. Specific case of a "raw space" booth (decorated by an external designer)
 - i. Raw space booths are provided without any equipment or walls, with only the floor marking. The Exhibitor has to require from their set designer that they provide the floor covering and dividing walls. All materials used over carpeted or hard floors areas must be of a nature that no slipping (even when moist or wet) or other safety issues will occur.
 - ii. Wall covering: every wall built must be properly covered on both sides (inside and outside); outside wall should not be left raw, it is required to cover with white tissue at minimum. Exhibitors who fail to abide by this practice shall be fine with a **minimum fine of 1 000 USD excl. of tax.**
 - iii. **Floor covering: should the venue has existing carpet, the floor covering is mandatory**
 1. The Exhibitor has to require from his set designer that he provides the floor covering (minimum 2 mm thickness) to be placed under any heavy object (weighing more than 10 kgs) that will be displayed and under each counter.
 2. Spacer at the foot of the system poles must be placed in order to prevent damage to the existing carpet. See below pictures :



3. Carpet/protection sheet also must be laid at areas where exhibitor will be carrying out the preparation works. All these protection works must be done before the commencement of any set up.

4. If material is to be displayed in quantity, carpeting will be then necessary on the whole booth surface. Therefore, in this case, it is asked that the constructor builds a plywood underlay.

5. Exhibitor must supply its own carpet/protection sheet. Exhibitor who fail to abide by this practice shall be fine with a **minimum of 600 USD exclusive of tax.**

- iv. Angle booths have to stay open on two sides.
- v. The island booth is any space offering four open sides. It cannot be closed by full walls and shall remain fully accessible. Walls shall not be longer than one quarter (1/4) per open side (not to be confused with the sum of all open sides) and shall not affect neighbouring booths.
- vi. The peninsula booths (3 open sides) have to stay open on 3 sides.
- vii. Walls or elements blocking sight on contiguous booth are forbidden.
- viii. Electrical linking: links or shunts of power supply from one booth to another are strictly forbidden.
- ix. Any booth setting on a floorboard (or a podium) exceeding or equal to 20 millimetres (20 mm) has to be arranged to ease the access to the handicapped persons. To do so, the instalment of a ramp or inclined borders is mandatory. This access ramp cannot overcome the space limits allowed for the exhibitor.
- x. The total or partial closing of a booth during public opening hours is, by any methods used and especially during a demonstration, strictly forbidden.

6. Dismantling

- a. The Exhibitor, or its duly accredited representative is compelled to be present on his booth since the beginning of the dismantling and up until the complete evacuation of the booth.
- b. Removal of exhibits and breakdown of booths before the closure of the exhibition is prohibited.
- c. The evacuation of the booths, goods, items and specific decorations as well as the waste and scraping from the booth decoration and construction materials has to be done by the Exhibitor within the time and deadlines set by **IMCAS**. Beyond those deadlines, **IMCAS** is allowed to move the items in a storage space of its choice, to the cost, risks and perils of the Exhibitor and without being kept responsible for the damages, partial or total loss. Also, **IMCAS** can charge the exhibitor with the cleaning services noted by the **CCC** and **IMCAS**, supported by visual evidences at the **cost of 500 USD** (exclusive of tax) / cubic meter .
- d. The exhibitors will have to leave the space, decors, hardware left to their disposal in the state that it has been given to them. Any leftover materials, or deterioration caused by their instalment or goods, either to the building or to the occupied floor will be evaluated by the technical services of the **CCC** and by the **IMCAS** team and charged to the responsible exhibitors (minimum fine is at **2 000 USD** exclusive of tax).
- e. All material on booth must be superintended by a company representative until it is retrieved by its freight forwarder. **IMCAS** is not responsible for any material left on the booth unattended.

5 – BOOTHS OCCUPATION

1. Respect of the booth renting contract

- a. No subleasing
 - i. The Exhibitor CANNOT sublease the space it has reserved to another society that would not be a division of the same company or a legally authorized agent. They will require to deliver to IMCAS an authorization or presentation of valid evidence (authorized agent contract or society status).
 - ii. The violation of this agreement will result in the immediate expulsion of one or both parties.
- b. The setting of promotional signage or the indirect promotion of signage, brands, and products from different social reasons than the exhibitor's is prohibited.
- c. Every sign or item judged non-conform has to be removed at the very first summon and without reparation, IMCAS being allowed to act for the violator, without further ado.

2. Rules to obey

- a. The fire-extinguishers set by the technical services of the CCC on or nearby the booth can not under any circumstance be moved and have to stay accessible at any time.
- b. Any luminous or sonorous advertisement device and any animation, show or demonstration which could provoke crowding in the pathway has to be submitted to the prior agreement of IMCAS, which is allowed to cancel the authorization possibly granted if the device or the manifestation disturbs the circulation or the manifestation. Live demonstration on patient, involving real treatments dealing with prescription based products or devices (hyaluronic acids, peelings, lasers, ultrasounds, etc..), is not allowed. **Only cosmetic and non-prescription skin care products can be used.**
- c. Exhibitors can not under any case block the pathways or encroach those.
- d. Loose packing and wrapping material, dust-cover used during closing time, items not used for the booth presentation and staff belongings have to be put away from the attendees view. Oppositely, exhibit items cannot be let covered during the opening time of the manifestation. IMCAS allows itself to remove any cover on exposed items without being kept responsible for damages or loss which could result of such an action.
- e. Exhibitors will not empty their booth and will not remove any items before the end of the manifestation.
- f. No smoking. In accordance with the decree of May, 29th, 1992, smoking is forbidden within exhibition halls and/or public opened spaces, as well as on booths.
- g. General cleaning will be provided in common areas by the Organizer during the show days. It includes vacuuming in aisles and emptying waste bins. However, exhibitors are responsible for daily cleaning on their booth(s). Should the exhibitor use the CCC waste bins for its own waste (such as cardboard, general rubbish, etc.), IMCAS reserves the right to charge the responsible, supported by visual evidences (minimum fine is at 500 USD excl. tax).
- h. No food and beverage supplier or caterer, other than CCC (or CCC approved contractor(s)), is allowed to supply or cater food and beverage in the Congress Venue. Alcoholic beverages are accepted with the consent of IMCAS and the CCC.

6 – MEETING ROOMS / TRAINING LABS

1. Room(s) reservation process and selection

- a. When reserving a meeting room/training lab, order must be placed through IMCAS online platform. No demand for rooms will be accepted by phone or by email.
- b. Rooms will then be assigned based on the requested room capacity under the judgement of the Organiser. IMCAS reserves the right to reassign other comparable rooms as per space limitations, safety & legislation matters.
- c. Change of room is only possible 24 hours prior to the room rental and it is subject to availabilities.

2. Rooms renting contract

- a. No subleasing
 - i. The Exhibitors CANNOT sublease the room that was booked to another society that would not be a division of the same company or a legally authorized agent. Valid evidence (authorized agent contract or society status) must be presented to IMCAS to receive authorization.
 - ii. The violation of this agreement will result in the immediate expulsion of one or both parties.

3. Key(s) Control

- a. Key(s) can be collected at the IMCAS Exhibitor Services on Level 1 at 8AM the day of your reservation upon signing the Key Acknowledge Receipt Form.
- b. All keys issued become the responsibility of the company representative to whom keys are provided and received by.
- c. Keys are not to be duplicated, loaned or utilized by any other personnel at any time.
- d. Company representative are required to return the issued key(s) to the IMCAS Exhibitor Services at the end of the reservation day and must sign the Key Acknowledge Receipt Form.
- e. Any late return of the key(s) will be fined at 100 USD (exclusive of tax) per day.
- f. In the event of the loss of the key(s), a fee of 300 USD (exclusive of tax) will be charged per key commensurate to the expense incurred.

4. Room(s) use & activities

- a. The Exhibitor is entirely responsible of the organization, promotion and activities held within the room/training lab, IMCAS is not to be held responsible for any act deriving from the use of these spaces.

7 – BADGE SCANNER RENTAL

1. Badge scanner on-site

- a. Badge scanner(s) can be collected at the IMCAS Exhibitor Services on Level 1 from 8AM every morning during the congress upon signing the Badge Scanner Acknowledge Receipt Form.
- b. All badge scanner(s) issued become the responsibility of the company representatives to whom scanner(s) is provided.
- c. The company representative is required to return the given scanner(s) to the IMCAS Exhibitor Services at the end of each day and to sign the Badge Scanner Acknowledge Receipt Form.
- d. Any late return of the badge scanner(s) will be fined at 100 USD (exclusive of tax) per day.
- e. In the event of the loss of the scanner(s), a fee of 400 USD (exclusive of tax) will be charged per scanner commensurate to the expense incurred by the renting company.

2. Badge scanner data

- a. Collection, process and usage of personal data by IMCAS are in compliance with the European General Data Protection Regulation (GDPR), visit IMCAS privacy policy at <http://www.imcas.com/en/privacy-policy> to learn more.
- b. In relation to personal data to be shared for badge scanning activity, this information:
 - i. reflects the data stored in the badge scanner(s), of which badges were scanned by IMCAS staff at the exhibitor's symposium(a) and/or by an exhibitor at their booth(s) during the congress
 - ii. is permitted by the data owner to be shared to third-party partners. Each participant (data owner) gives authorisation to the organizer to share his/her data to an exhibitor (third-party partner) by accepting the scanning of his/her badge at the exhibitor's booth(s) or symposium(a) during the congress.
 - iii. will only be shared to an exhibitor 2 weeks after the congress and upon reception of the signed "Lead retrieval confidentiality agreement". The exhibitor is required to accept the terms listed on this agreement, sign and submit it through their company account.

8 – FAQ

Supplementary information relevant to the congress and its activities can be found online through the **IMCAS Sponsor FAQ**. Policies explained through this web page must be upheld and respected by all participating parties. All exhibiting companies are required to read through the FAQ here: