

INTERNATIONAL MASTER COURSE ON AGING SCIENCE

IMCAS

21ST ANNUAL WORLD CONGRESS • JAN 31 to FEB 2, 2019 • PARIS

250
SESSIONS

750
SPEAKERS

10,000
ATTENDEES

RULES & REGULATIONS

#31

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Please fill in and sign

Page 3 : « 1- SIGNATURE & CONTRACTUAL COMMITMENT »

Page 4 : « Credit card authorization form » and a copy of both sides of credit card

Event organizer: IMCAS c/o Comexposium Healthcare
Venue contractor: Palais de congrès de Paris (PCP)

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 in this **RULES and REGULATIONS** – [Vxx_rules_and_regulations_based_on_v31](#)
- I or a legally chosen representative will proceed to the immediate payment of the invoice if:
 - the setting up and dismantling schedule would to be exceeded, in accordance with chapters 4.2 (2 700 euros excl. tax per hour of exceeding, binding any other exhibitor(s) who would still be on site)
 - areas are not properly protected with carpet/protection sheet in accordance with chapter 4.5.m (minimum fine is at 600 euros excl. tax)
 - I do not leave the space completely cleaned off any decor, hardware, carpet, etc... i.e in accordance to chapters 4.6.c (500 euros excl. tax per cubic meter for cleaning)
 - There is any deterioration in accordance to chapter 4.6.d (minimum fine at 2 000 euros excl. tax)
 - There is any late return or lost of meeting/training room key(s) in accordance with chapters 6.3.e (100 euros excl. tax per day) and 6.3.f (300 euros excl. tax per key)
 - There is any late return or lost of the badge scanner(s) in accordance with chapters 7.1.d (100 euros excl. tax per day) and 7.1.e (400 euros excl. tax per device)
- For RAW SPACE booths only: I or a legally chosen representative will sign up the ARRIVAL AND DEPARTURE FORM towards the IMCAS representative and will comply with:

LEVELS 1, 2 & 3

• GENERAL BOOTH SET UP:

• LEVEL 1:

Wednesday, January 30, from 8AM to 10PM

• LEVEL 3 - HALL HAVANE

Tuesday, January 29, from 10AM to 8PM
Wednesday, January 30, from 7AM to 8PM

• LEVEL 2:

Tuesday, January 29, from 10AM to 8PM
Wednesday, January 30, from 7AM to 8PM

• LEVEL 3 - HALL BORDEAUX

Wednesday, January 30, from 8AM to 10PM

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, February 2, from 6.30PM to 2AM (on Sunday)

I undertake to sign the ARRIVAL and DEPARTURE FORM and give it to the dedicated person at the IMCAS counter desk before and after both the set up and dismantling of your booth.

- I therefore accept :

- To sign the attached Credit Card Authorization Form with the amount of 3 000 euros 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 credit card
- To sign this one page (signature & contractual commitment) and upload it on my company account on <https://www.imcas.com/>

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

Date (prior to December 21, 2018):

Signature preceded by the mention «Read and approved»:

CREDIT CARD AUTHORIZATION FORM

I/We, _____ hereby authorize IMCAS to charge my/our credit card for amount 3 000 euros 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"

IMCAS c/o COMEXPOSIUM HEALTHCARE – 7, rue Manutention – 75116 – Paris – FRANCE

Tel: +33 (0)1 40 73 82 82 / Fax: +33 (0)1 40 70 92 40

E-mail: contact@imcas.com web: www.imcas.com

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 Priority Points given. 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-world-congress-2019/sponsor-beta/pps> to learn more about PPS.

ALL COMPANIES / VIEW-ONLY MODE

14 JUNE 2018

PRIORITY GROUP #	PRIORITY POINT RANGE	APPLICATION OPENS
Priority group 1	150 - 300	21 June 2018 12:01 (CEST)
Priority group 2	90 -149	25 June 2018 12:01 (CEST)
Priority group 3	50 - 89	28 June 2018 12:01 (CEST)
Priority group 4	1 - 49	02 July 2018 12:01 (CEST)
Priority group 5	0	05 July 2018 12:01 (CEST)

Any exhibitor that misses their assigned Priority Group application deadline will be placed at the bottom of their group for exhibit space application, or at the top of the next group.

Applications received within the Priority Group deadline with deposits will be sorted based on points accumulated, and assigned as follows:

- i. Priority points (highest to lowest)
- ii. Tie-breaker – Date/time on 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 its order through **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 a short company profile and a list of products / services to be exhibited during **IMCAS Annual World Congress 2019**.

d. An automatic email along with the corresponding invoice will be immediately issued for online application. Payment of the requested deposit should be followed within 72 hours (3 working days). Failure to pay within the deadline will lead to immediately release the selected products and offset the total 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 **October 15, 2018**: 50% of the total invoice is charged.
 - ii. Cancellation received after **October 15, 2018**: no refund. Total invoice is due.
- b. In case of no payment within deadlines, the Organizer will allocate your 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 through the company account before **January 4, 2019**
- b. These layouts must include the maximum height of the structure, the maximum height of any sign, the ribs on the ground and they 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 will 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. Below pillars ought to be covered with walls up to 3m high, leaving a 10cms space between the pillars and the added walls. And those with standpipe hose system must remain easily accessible, only curtains on this side are allowed, no fixed wall.
 - i. located on your booth can be branded for communication
 - ii. located next to your booth can be branded by obtaining a written agreement from the organizer

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. Exhibitors must ensure that their products displayed, exposed or utilized during the event are legally approved under the law of the country in which the conference is being held, except if it is clearly signified on a board. In that case, the Exhibitor is held fully responsible towards anyone. Moreover, any medical act performed during the event shall be executed by medical doctors qualified to do so under the law of **FRANCE**.

3. Obligation to comply with IMCAS non-competition policy

a. A firm or a laboratory exhibiting at IMCAS, except 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

5. « Force majeure »

The event may be moved to a different date, 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.

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.

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:

<ul style="list-style-type: none"> • LEVEL 1: Wednesday, January 30, from 8AM to 10PM 	<ul style="list-style-type: none"> • LEVEL 2: Tuesday, January 29, from 10AM to 8PM Wednesday, January 30, from 7AM to 8PM
<ul style="list-style-type: none"> • LEVEL 3 - HALL HAVANE Tuesday, January 29, from 10AM to 8PM Wednesday, January 30, from 7AM to 8PM 	<ul style="list-style-type: none"> • LEVEL 3 - HALL BORDEAUX Wednesday, January 30, from 8AM to 10PM

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, February 2, from 6.30PM to 2AM (on Sunday)

2. Exact compliance with setting up and dismantling hours

- Exhibitors or their contractors, must have completed their installation by the date and time limits set, which once exceeded, no packing, machinery, vehicle transport, external contractors will not, under any motive and without any regard for the harm it could be for the Exhibitor, get access, be maintained, or remain on the site of the event.
- At the end of the construction, set up and dismantling, the Exhibitors (RAW SPACES only) should present themselves at **Exhibitor Services Room 304+305 on Level 3** in order to sign up the DEPARTURE FORM and the exact departure times will be noted by IMCAS staff.
- Any excess time will be billed as follow:
2 700 euros (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 euros (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 **PCP** to **IMCAS**. **IMCAS** does consequently apply the same amount to its exhibitors without applying any additional commission fee.

NOTA: THE ARRIVAL AND DEPARTURE SIGNATURE IS MANDATORY. SHOULD THE EXHIBITORS NOT SIGN THE ARRIVAL AND DEPARTURE FORM, THEY WILL BE CHARGED WITH ABOVE PENALTY WITH A PER HOUR BASIS.

3. Constructor passes delivered by IMCAS

Constructor passes:

- should be obtained prior to entering the conference venue and properly worn by all contractors.
- provide access to the exhibition area only during the assembly and disassembly of booths
- to be collected at the **Exhibitor Services Room 304+305 on Level 3** on Tuesday January 29, (for level 2 & level 3 - Hall Havane) and on **Wednesday, January 30** (for level 1 & level 3 - Hall Bordeaux) - located at two places:
 - PARKING LOT LEVEL** – Through the IMCAS representative
 - OR
 - LEVEL 1, 2 or 3** – Exhibitor Services Room 304+305 on Level 3

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:
SCHENKER SA
 Contact: Pauline VILLEMAINE
 Phone.: +33 (0)1 48 63 32 41
 Fax: +33 (0)1 48 63 32 82
 Email: pauline.villemaine@dbschenker.com
 Website: <https://www.dbschenker.com>

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

- i. Shipping address:
IMCAS ANNUAL WORLD CONGRESS 2019 - (Booth number)
NIVEAUX 1, 2 or 3 - PALAIS DES CONGRES
 Place de la Porte Maillot
 75017 Paris – France
- 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. Exhibition set up day (see chapter 4.1). Any goods delivered before the above mentioned day will not be accepted
- iv. Exhibitor should apply for an appointment of delivery time at your assigned booth set up schedule for each vehicle delivering your booth materials on the LOGIPASS web platform listed on the company account up to 24 hours before the congress to gain access of the loading bay.
- v. The vehicles delivering your booth materials should present themselves at the parking entrance, located on Boulevard Gouvion St Cyr, at above exact delivery time or after.
- vi. Vehicle height restriction
 1. Maximum vehicle height => 4.20m
 2. Maximum vehicle width => 3.50m
- vii. Lifts:
 1. Internal dimensions (available upon request)
 2. Door opening dimensions (available upon request)
 3. Capacity (available upon request)
- viii. 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.

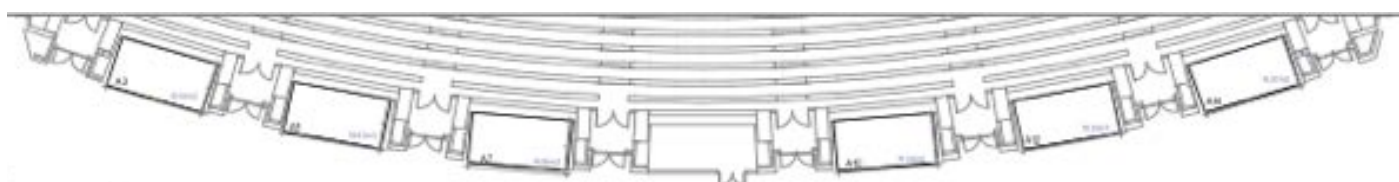
c. Receiving your goods

- i. The consignee who will accept your goods must be the 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** may 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 of course mandatory.
- b. Installation of the booth is to be made by a qualified installer. The indoor booth equipment is under the responsibility of the Exhibitor. He is responsible for all risks for his 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. Prohibition to place any objects (banners...) projecting from the exterior, to modify the already on site structures (stringers, panels, curtains ...), to elevate the separations between the booths and to continue until the anterior limit of the stand and to occupy, somehow, the spaces reserved for visitor traffic. Any attachment to the frame, against the walls of the halls and against the partitions of the booths is prohibited.
- g. No overlaps of good 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 **PCP 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. For under the alcoves (picture below) at **LEVEL 2: 2,40 meters for booths**
 - ii. **3 meters for booths elsewhere**

ALCOVE BOOTHS






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. Specific case of a "raw space" booth (decorated by an external designer)
 - i. Bare surfaces are provided without any equipment or wall, with only the floor marking-out. 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.

iii. **Floor covering: should the venue has existing carpet, the floor covering is mandatory**

1. The Exhibitor has to require from his set designer than 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 euros exclusive of tax.**
6. Colour reference at **IMCAS World Congress 2019**
Carpet :
 -  **Light Blue (Pantone 644C)**
 -  **Night Blue (Pantone 2965C)**
 -  **Anthracite Grey (Pantone 425C)**

- 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) of the open side 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 of or a similar device 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 **PCP** and **IMCAS**, supported by visual evidences at the **cost of 500 euros** (exclusive of tax) / cubic meter .
- d. The exhibitors will have to leave the space, decors, hardware left to their disposal in the state that have 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 **PCP** and by the **IMCAS** team and charged to the responsible exhibitors (minimum fine is at **2 000 euros** exclusive of tax).

5 – BOOTHS OCCUPATION

1. Respect of the booth renting contract

- a. No subleasing
 - i. The Exhibitor CANNOT sublease the space that was rent to him 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 **PCP** on or nearby the booth can not under any exception 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 was to disturb the circulation or the manifestation. Especially, none live demonstration on patient, involving real treatments dealing with prescription based products or devices (hyaluronic acids, peelings, lasers, ultrasounds, etc..), is allowed to be done directly on the booth space. Only cosmetic and non-prscription skin care products can be used.
- c. Exhibitors can not under any case block the pathways or encroach those, except for an exceptional written and prior authorization from **IMCAS**.
- d. Loose packing and wrapping material, dust-cover used during closing time, items not used for the booth presentation and staff belongings has to be put away from the attendees look. 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).
- h. No food and beverage supplier or caterer, other than PCP (or PCP approved contractor(s)), is allowed to supply or cater food and beverage in the Congress Venue.

6 – MEETING ROOMS / TRAINING LABS

1. Room(s) reservation process and selection

- a. When reserving a meeting room/training lab, place your order 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. Respect of the rooms renting contract

- a. No subleasing
 - i. The Exhibitors CANNOT sublease the room that was rent to them to another society that would not be a division of the same company or a legally authorized agent. They will require delivering 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.

3. Key(s) Control

- a. Key(s) can be collected at the Exhibitor Services Desk on Level 2 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 receipted 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 Exhibitor Services Desk at the end of the reservation day and sign up the Key Acknowledge Receipt Form.
- e. Any late return of the key(s) will be fined at 100 euros (exclusive of tax) per day.
- f. In the event of the loss of key(s), a fee of 300 euros (exclusive of tax) per key commensurate to the expense incurred for re-keying will be charged.

7 – BADGE SCANNER RENTAL

1. Badge scanner on-site

- a. Badge scanner(s) can be collected at the **Exhibitor Services Desk on Level 1, 2 and 3 (base on the level of your booth)** 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 to and receipted by.
- c. The company representative is required to return the given scanner(s) to the **Exhibitor Services Desk** at the end of each day and sign the Badge Scanner Acknowledge Receipt Form.
- d. Any late return of the badge scanner(s) will be fined at **100 euros (exclusive of tax)** per day.
- e. In the event of the loss of scanner(s), a fee of **400 euros (exclusive of tax)** per scanner commensurate to the expense incurred by the renting company, will be charged.

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, these 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. are permitted by the data owner to share 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 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.