MAY 30 - JUNE 2
BERLIN, GERMANY

Euroanaesthesia 2015
The European Anaesthesiology Congress

CORPORATE PROSPECTUS
## Corporate Prospectus

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<td>28-33</td>
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Dear Industry Professional,

Euroanaesthesia is an event which brings together experienced and newly qualified practitioners from all over the world to keep abreast of current and future developments in anaesthesiology. The involvement and contribution of the healthcare industry in our educational and scientific programme enhances the positive impact on the high quality of the congress.

Euroanaesthesia is recognized worldwide as the major European anaesthesiology congress. It is very significant that in an economic climate where budgets have been slashed that participation from clinicians and industry has not diminished. Euroanaesthesia has maintained a constant attendance over the last years, averaging 5500 delegates and over 100 exhibitors, many of whom, whether market leaders or small companies, choose to launch new products at our congress.

The programme for Euroanaesthesia 2015 will contain the variety and quality that you and ESA delegates have come to expect. Our aim is to constantly develop and improve our congress and to accommodate changing need and demand.

Join us in Berlin and let us strive together to inform and educate with the aim of advancing anaesthesiology, perioperative medicine and intensive care and improving the outcome of the patient!

Become an ESA Partner and support the future of anaesthesiology all year round through education and research!

Yours sincerely,

Prof Walid Habre
Industry Liaison Officer
Member of the ESA Board of Directors
European Society of Anaesthesiology

Susan de Bièvre
Corporate Relations Manager
ESAACS
susan.debièvre@esaacs.com
“To aim for the highest standards of practice and safety in anaesthesia, perioperative medicine, intensive care, emergency medicine and pain treatment through education, research and professional development throughout Europe”

The aims of the Society are:

- To promote exchange of information between European anaesthesiologists,
- To disseminate information in regard to anaesthesiology,
- To raise the standards of the speciality by fostering and encouraging education, research, scientific progress and exchange of information,
- To promote and protect the interest of its members,
- To promote improvements in safety and quality of care of patients who are under the care of anaesthesiologists inside and outside the operating room by facilitating and harmonising the activities of national and international societies of anaesthesiologists in Europe.

ESA organises the academic programme of the European Anaesthesiology Congresses throughout Europe under the banner EUROANEAESTHESIA. These congresses are attended by members and non-members representing more than 80 countries from around the world. The European Anaesthesiology Congresses offer a comprehensive scientific programme of refresher course lectures, symposia and workshops, together with presentation and discussion of the latest research undertaken mainly in Europe. The European Anaesthesiology Congresses are organised with active participation of the National Societies, and joint meetings are held with them on occasion. The European Anaesthesiology Congresses are accredited by the U.E.M.S./EACCME for C.M.E. credits.
Supporting the Future of Anaesthesiology
Together!

ESA Partner Companies support the ESA mission and values through unrestricted educational grants and/or, in-kind products or services in support of the ESA educational, research and scientific programmes, in return for a defined package that offers year-round benefits. The Partners have a year-round affiliation with the ESA, on-site shared supporter recognition at ESA events, recognition in ESA publications, visibility on the ESA website, access to ESA key decision, insert opportunities and invitations to major networking events. ESA Partner Companies who exhibit at Euroanaesthesia receive recognition for this support through a defined package.

Sponsorship for grants, educational programmes, research activities, orders related to participation in Euroanaesthesia and the Autumn Meeting will be deducted from the partnership fee. All costs exceeding the annual fee will be invoiced separately.

All ESA Partners have privileged contact with ESA KOLs and will receive a variety of benefits to enhance their profile if exhibiting at ESA events:

- Prime Booth location
- Preferred allocation for symposium slots
- Company logo with hyperlink to feature on Congress website page
- Company logo listed in Preliminary and Final Programme
- Company logo on website Partner page
- 1 Free bag insert at Euroanaesthesia
Partnership benefits according to sponsorship level:

**Platinum Partner**
Annual Sponsorship: min. 80.000€* - 3 years  
min. 90.000€* - 2 years  
* exclusive of VAT
- privileged contact with ESA KOLs
- 10 extra Exhibitor Badges and 5 Delegate Badges to Euroanaesthesia
- Priority sponsorship for Congress Bag, Lanyards, Adverts on inside covers of Preliminary and Final Programmes until 15 September and other items until 1 October

**Gold Partner**
Annual Sponsorship: min. 60.000€* - 3 years  
min. 70.000€* - 2 years  
* exclusive of VAT
- privileged contact with ESA KOLs
- 7 extra Exhibitor Badges and 3 Delegate Badges to Euroanaesthesia
- Priority sponsorship for Adverts on inside covers of Preliminary and Final Programmes until 15 September and other items until 1 October

**Silver Partner**
Annual Sponsorship: min. 40.000€* - 3 years  
min. 50.000€* - 2 years  
* exclusive of VAT
- privileged contact with ESA KOLs
- 5 extra Exhibitor Badges and 1 Delegate Badge to Euroanaesthesia
- Priority sponsorship of all items excluding those offered to Platinum and Gold Sponsors until October 1

Please discuss your options with  
Susan de Bièvre, Corporate Relations Manager
Past Euroanaesthesia Congresses

**Facts and Figures**

<table>
<thead>
<tr>
<th>Year</th>
<th>Venue</th>
<th>N° Delegates**</th>
<th>N° Speakers</th>
<th>Net Exhibition</th>
<th>N° Exhibitors</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>Stockholm</td>
<td>5255</td>
<td>514</td>
<td>2344m²</td>
<td>118*</td>
</tr>
<tr>
<td>2013</td>
<td>Barcelona</td>
<td>6187</td>
<td>379</td>
<td>2894m²</td>
<td>122*</td>
</tr>
<tr>
<td>2012</td>
<td>Paris</td>
<td>5624</td>
<td>354</td>
<td>2586m²</td>
<td>121*</td>
</tr>
<tr>
<td>2011</td>
<td>Amsterdam</td>
<td>5313</td>
<td>314</td>
<td>3024m²</td>
<td>136*</td>
</tr>
<tr>
<td>2010</td>
<td>Helsinki</td>
<td>5095</td>
<td>287</td>
<td>2700m²</td>
<td>116*</td>
</tr>
</tbody>
</table>

**Trade Exhibition**

**Number of Exhibitors at Euroanaesthesia**

![Number of Exhibitors at Euroanaesthesia](image)

<table>
<thead>
<tr>
<th>Year</th>
<th>N° Exhibitors</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>1435</td>
</tr>
<tr>
<td>2011</td>
<td>1435</td>
</tr>
<tr>
<td>2012</td>
<td>1334</td>
</tr>
<tr>
<td>2013</td>
<td>1310</td>
</tr>
<tr>
<td>2014</td>
<td>1334</td>
</tr>
</tbody>
</table>

**Overview of Abstract Submissions**

<table>
<thead>
<tr>
<th>Year</th>
<th>Venue</th>
<th>Submitted</th>
<th>Accepted</th>
<th>% Accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>Stockholm</td>
<td>1350</td>
<td>878</td>
<td>65%</td>
</tr>
<tr>
<td>2013</td>
<td>Barcelona</td>
<td>1411</td>
<td>901</td>
<td>64%</td>
</tr>
<tr>
<td>2012</td>
<td>Paris</td>
<td>1334</td>
<td>805</td>
<td>60%</td>
</tr>
<tr>
<td>2011</td>
<td>Amsterdam</td>
<td>1310</td>
<td>840</td>
<td>64%</td>
</tr>
<tr>
<td>2010</td>
<td>Helsinki</td>
<td>1435</td>
<td>973</td>
<td>68%</td>
</tr>
</tbody>
</table>
Delegate Registration excluding faculty

Delegate Ratio

European delegates 75%
Non-European delegates 25%

Delegate Registration – top 20 countries excluding faculty

Delegate Registration* - top 20 countries

*without industry
European Delegates – top 20 countries

**European Delegate* Registration - top 20 countries**

- Japan 18%
- China 16%
- Australia 16%
- United States 14%
- Brazil 9%
- Saudi Arabia 8%
- Egypt 4%
- Korea, Republic Of 7%
- Canada 5%
- New Zealand 4%
- Russia Federation 6%
- United Kingdom 10%
- Switzerland 10%
- Germany 9%
- Netherlands 8%
- Spain 7%
- Belgium 6%
- Sweden 6%
- France 5%
- Portugal 4%
- Italy 4%
- Greece 3%
- Romania 3%
- Austria 4%
- Norway 2%
- Poland 2%
- Finland 2%
- Turkey 2%

*without industry

Non-European Delegates – top 10 countries

**Non-European Delegate* Registration - top 10 countries**

- Japan 18%
- China 16%
- Australia 16%
- United States 14%
- Brazil 9%
- Saudi Arabia 8%
- New Zealand 4%
- Egypt 4%
- Korea, Republic Of 7%
- Canada 5%

*without industry
Exhibitors at Euroanaesthesia 2014 – Stockholm, Sweden

Abbvie
Ace Medical
Acutronic Medical Systems AG
Air Liquide*
Airon Corporation
Airtraq
Analogic Ultrasound
Anesthesiology News
Ambu*
American Society of Anesthesiology
Axon Communications (Cure and Care)
Baxter*
B.Braun
Belmont
Biolight Co
Bomimed
Carl Reiner
Casmed
Chirana
CIM
CNSystems
Codonics Inc
Cook Medical
Covidien*
CSL Behring*
Deltex
Deltex
Dolphys Medical
Dräger*
ECM
Edan Instruments
Edwards Lifesciences*
Equip
ESICM
ETView
Evolucare Technologies
Flexicare
Fresenius Kabi*
GE Healthcare*
Geratherm
Hamilton
Heinen + Löwenstein
HIS
Hospira
Hoya
ICU Management
Intersurgical
Kanmed
Karl Storz*
Kimberly-Clark
Lidco
Linet
Maquet*
Masimo*
MDH
Mdoloris
Medcomflow
Medec
Med-Storm
Mercury Medical
Micrel Medical Devices
Mindray*
Mölnlycke
MPI
MS Westfalia
Narcotrend
Nihon Kohden*
Nonin
OAA
Octapharma
Oricare
Oxford University Press
Peak Medical
PGA in New York City
Philips*
Piramal
Pulsion
RGB
Sewoond Medical
Show us your way
Siemens
Sintetica*
Smiths Medical
Stragen Pharma
Teleflex
TEM
The 37Company
3M*
Tianjin Medis Medical Device
Truphatek
Tuoren
VBM
Venner Medical International
Verathon
Veryark
Well Lead
WFSA
Wiley
Wisepress
Wolters Kluwer
Zhejiang UE Medical Corp
Zoll

*ESA Partners 2014
Information about Euroanaesthesia 2015

Exhibition Organiser

ESAACS
Susan de Bièvre
Corporate Relations Manager
susan.debievre@esaacs.com
Direct phone: +32-2-210 9416

Congress Venue

CityCube Berlin
Messedamm 26
14055 Berlin, Germany

Exhibition Dates

Saturday 30 May 2015 12.00 – 20.30 – Welcome reception from 19.00 – 20.30 in exhibition hall
Sunday 31 May 2015 09.30 – 18.00
Monday 01 June 2015 09.30 – 17.00
Scientific Programme continues on Tuesday

Set – Up Dates

Thursday 28 May 2015 08.00 – 20.00*
Friday 29 May 2015 08.00 – 20.00*

Dismantling Dates

Monday 01 June 2015 17.00 – 22.00*
Tuesday 02 June 2015 08.00 – 18.00*

*Set-up and dismantling times subject to change – please check Euroanaesthesia 2015 webpage.

Please note: All stands must remain in place until the close of scientific sessions at 17.00 on Monday 1 June 2015. No dismantling or removal of stands or materials is permitted before 17.00!
Floor plan 09.10.14

Please refer to the latest version of the floorplan on the congress website:
http://www.esahq.org/congresses/euroanaesthesia2015/exhibitor-information
The Trade Exhibition

The trade exhibition has been designed to allow both large and small companies with interests in the field of anaesthesiology to participate. The exhibition area is located close to the congress rooms is easily accessible by all delegates and visitors. The coffee breaks and internet corner are on the exhibition floor to ensure maximum exposure of the trade exhibition area throughout the event. The Welcome Reception on Saturday 30 May will be held in the Exhibition Hall from 19.00 – 20.30 when we will celebrate the 10th Anniversary of the ESA with all delegates and all exhibitors.

Booking a Stand

There is over 6000m² of exhibition space available at Euroanaesthesia 2015. The minimum space sold is 9m². To book exhibition space, please return the Trade Exhibition Order form (page 22).

Stand applications will only be considered if all invoices relating to previous Euroanaesthesia congresses have been settled in full.

Allocation of Floor Space

ESA Partners have priority choice and booking of space until 01 September 2014.

Technical exhibit space and sponsorship opportunities will be assigned by ESAACS on a priority system based on points. The system is designed to recognize a company’s past exhibits and event sponsorships with ESA. To ensure that each company’s application is processed fairly, strict adherence is necessary and will be applied to all bookings received by 20 October 2014. Applications received at a later date will be processed chronologically.

- Exhibition floor space: 1 point per 3 m² booked
- Symposium Large: 8 points
- Symposium Small/Medium Long: 6 points
- Symposium Small/Medium Short: 4 points
- Sponsorship Accessories: 2 points
- Programme Advert Cover: 2 points
- Programme Advert Page: 1 point
- Participation in Autumn Meeting: 1 point
- In-kind Sponsorship Workshop: 1 point

ESAACS is responsible for allocating floor space. Every effort will be made to allocate stand space based on your preferences however the organisers reserve the right to reallocate stand space should unforeseen circumstances render this necessary.

ESAACS reserves the right to add, select, exchange reassign and/or remove booths if necessary.

A booking will be considered firm upon receipt of the completed and signed form. An invoice for 50% of the total amount will be issued within 10 days. The invoice must be settled immediately to secure your booking. The second half of costs will be issued in January 2015. Please refer to cancellation policy – page 32.
Raw exhibition space is rented to the exhibitor without any prefabricated wall installations, furniture, carpet, electricity or any other technical supplies or facilities. It is the responsibility of the exhibitor to take care of the set-up, installation and breakdown of their booth. Plans must be sent to ESAACS and to CityCube Berlin for approval.

Space only rental does not include any furniture, electrical usage or stand cleaning. All these services and others will be available to order in the Exhibitors’ Technical Manual.

Raw Space includes:
- Exhibition floor space
- Exhibitor badges - 5 per 9 m²
- Company profile listing in the Final Programme (max 500 characters)
- Complimentary congress bag and contents

### Price:
- Standard stand (one open side): €455 per m²
- Corner stand (two open sides): €470 per m²
- Peninsula stand (three open sides): €485 per m²
- Island stand (four open sides): €500 per m²

### Design of Stand

**Maximum height:**
5 metres

**Separation wall**
All peninsula, corner and in-line stands must be separated from the neighbouring stand by means of a separation wall. This separation wall must be 2.5 metres high and finished on all sides. Permission to build over 2.5 metres must be requested from ESAACS.

**Open Side Policy**
Stands should be fully accessible on all “open” sides. At least 70% of the sides facing the aisles must be open, it is therefore not allowed to erect walls or similar which cover the entire sides of the stand.

**Approval by ESAACS**
Every exhibitor must submit an exact statement of the dimensions of the stand as well as plans and descriptions of the stand for approval by ESAACS. All stands need to follow the rules and regulations of the CityCube Berlin. Please send your plan to exhibition@esaacs.com by 6 May 2015.

The drawings must clearly indicate the planned layout, equipment and furnishing of the stand, including the signage and visuals. Please also indicate the location of power outlets,
electricity cables, moving parts, details of raised floors, water as well as telephone and ventilation installations. Please supply:

— a SCALED top view drawing
— a SCALED side view drawing
— a three-dimensional drawing (or photograph) indicating the various heights and the open/transparent spaces will, in principle, be sufficient. If special construction is planned (information towers, moving parts, etc) additional information will have to be submitted.

Shell Scheme Booths
The shell scheme booth is designed for exhibitors who do not construct their own stand. The shell scheme booth will be set up and dismantled by the official stand constructor. You will need to personalise and decorate the stand. Any extra furniture or fittings must be ordered directly with the Berlin Citycube Exhibitor Services. All extra costs will be invoiced directly to the exhibitor by the Berlin Citycube.

Shell Scheme Booth includes:
- Transport, rental, building and dismantling
- White modular panels
- Aluminum structure
- White front board with exhibitor name in black standard letters (1 per open side / maximum 18 characters).
- Surface covered with blue carpet.
- Spotlights rail of 100w, 50w per m².
- Electrical switchboard with 1 socket (200 w – 220v socket) Including availability of electrical power
- Company profile listing in the Final Programme (500 characters)
- Complimentary congress bag and contents

Price:
- Standard stand (one open side): € 555 per m²
- Corner stand (two open sides): € 570 per m²
- Peninsula stand (three open sides): € 585 per m²

Exhibition Technical Regulations
The Exhibitor Manual will be available on the congress website no later than four months before the meeting. All logistic issues will be handled by the directly; contact details for logistic questions in relation to the event will be available in the Exhibitor Manual.

For detailed information on technical regulations please download the Technical Regulations from www.esahq.org.
Terms of Payment and Cancellation Policy

Payment terms:
50% of total stand price upon receipt of invoice. Payment secures your stand location.
Remaining 50% upon receipt of invoice by 31 January 2014.

Submitted booking forms by email or fax will be considered to be a firm order. A fee will be charged for all cancellations. Cancellation Notice in writing before 31 December 2013: 50% of stand fee due. After this date the full fee is due.

Please note that an administrative fee of € 150 will be charged for each modification request on invoice. Please clearly mention the invoicing party on the order form and correct PO number. For complete payment and cancellation details see terms & conditions p 32.
The main objective of an industrial symposium or workshop is the communication of scientific material to enhance the knowledge of attendees. Assignment of opportunities for industry symposia or workshops will be based on the quality of the application.

**How to Apply**

Apply to organise a symposium by filling out the booking form on page 23.

Please indicate your preferred date, time and room size. The titles, name of chairperson and speakers must be submitted in advance to be approved by the Chairperson of the ESA Scientific Committee, who is responsible for controlling the scientific content of the symposia. The details will only be added to the on-line congress programme after approval is confirmed.

Please submit the programme details as early as possible to the Corporate Relations Manager and by 1 March 2015 at the latest.

Please note that it is strictly forbidden to hold satellite symposia or workshops, or other formal gatherings in venues in Berlin other than the congress centre between 30 May and 2 June 2015.

Companies who do not comply will be banned from participation at the two following Euroanaesthesia.

**Symposium Hall Set-up**

- Theatre style
- Projector and screen
- Basic PA system
- 1 speaker’s lectern, 1 microphone, electronic speaker’s name display
- 1 table, 4 chairs, 2 table microphones, preview screen

Presentations displayed through central AV systems.

If your symposium requires a different set-up, please contact ESAACS to discuss. All costs related to a different set will be invoiced directly to the symposium organizer.

**Timing**

Industrial symposium are held on

- Sunday 1 June 12:15-13:45
- Sunday 1 June 18:15-20:00
- Monday 2 June 12:15-13:45
The morning academic sessions finish at 12:00. Organisers will be able to access the room from 12:00 to prepare the set-up for their session but are requested to allow time for delegates to leave the room before allowing new participants to enter. The symposium must be scheduled to finish by 13:45 at the latest to allow time for the room to be cleared and reset for the afternoon session which begins at 14:00 sharp. Afternoon sessions finish at 17:45. Organisers may precede the symposium with a drinks reception. Please discuss this with the Corporate Relations Manager.

**Symposium Advertising**
- Listed in Final Programme and on the Euroanaesthesia 2015 website
- One page advert in Final Programme
- Pull-up banner displayed in registration area throughout congress - to be provided by organizer or ordered from ESAACS (€ 200)

**Speakers Information**
To ensure correct slide projection during your symposium, all speakers must submit their presentation to the technicians in the onsite faculty room at least 4 hours before the symposium.

A full delegate registration badge will be required if any of your speakers would like to attend other sessions during the congress. A visitor’s badge will be provided upon request for speakers only attending the congress to speak at your event.
MAKE YOUR COMPANY STAND OUT!
Order forms on page 25

ESA Partners have priority booking for sponsorship

How can your company stand out from 110 exhibitors? Maximize your exposure and attract more visitors to your stand with these marketing packages that cover pre-congress, on-site and post-congress. Sponsorship opportunities may be purchased as individual items or as a sponsorship package.

Name Badge Lanyards € 13 500
Name badges are worn by all delegates and exhibitors throughout the congress. More than 8000 visitors will wear your customized lanyards. Badges are constantly looked and scanned throughout the congress. The lanyards are provided by the sponsor.

Congress Bags – Advertise long term! € 6 000
All registered delegates and exhibitors receive a congress bag containing the Final Programme, bag inserts etc. Your logo and advert will be on the bag. The congress bags are distributed in the registration area. The quality congress bag is supplied by the sponsor branded with their design and the Euroanaesthesia logo. The final design of the bag must be submitted to ESAACS for approval. If preferred ESAACS can order the bag and full costs passed to sponsor.

Mobile Phone Application € 16 000
The paper free information about the congress!

The sponsor’s logo appears on the main screen, followed by a splash screen ad. Sponsor’s logo on floorplan. Sponsor’s name on all material advertising the app.

Internet Area € 10 000
The internet area is very busy at Euroanaesthesia. It is a true communication centre where delegates gather to access the recorded scientific sessions, read their emails and other information. Your company will be visible as soon as delegates logon to the computers, browse the internet and even when the computers are idle on its screensavers. Sponsoring the internet corner gives you the opportunity to advertise throughout the internet corner area.

WIFI € 15 000
WIFI in the entire congress centre. The connection page is entirely branded by the sponsor. All information about WIFI will bear sponsor’s name.

Combination of Internet Area and WIFI € 20 000
Disposable Cups € 4 000
Every morning and every afternoon complimentary coffee and tea is served during a thirty minute break in the exhibition halls. All visitors and exhibitors are invited to take a drink. Have your logo or advert printed on the disposable cups! An estimated 12 000 cups will be handled!

The cups are supplied by the sponsor.

Branded Biscuits/ Fruit for Coffee Break € 2 000
Have your logo branded on the biscuits served during the 6 complimentary coffee breaks! Thousands of visitors will handle your logo throughout the four day congress. Individually wrapped biscuits are to be supplied by the sponsor. The final design of the biscuit wrapper must be submitted to ESAACS for approval.

Combined Disposable Cup and Branded Biscuit / Fruit € 5 000
A coffee in one hand, a biscuit in the other, your logo in both!

Water Bottles € 3 000
Water bottles are given to all delegates with their congress bag and are placed on all lecterns and speakers’ tables. You will be the exclusive company to brand the water bottles in your colours with your logo. The water bottles are supplied by the sponsor.

Notepads € 4 000
The congress notepads are included in the congress bag and are used by all delegates to take notes during sessions. You will be the exclusive company to brand the notepads in your colours with your logo. Sponsor to supply the notepads in A4-format or smaller in time for the bag-packing.

Congress Pens € 4 000
The congress pens are included in the congress bag and available at onsite registration desks. You will be the exclusive company to brand the pens in your colours with your logos.

Congress Notepads & Pens Package – Double your impact € 6 000

Opening Reception Saturday 30 May – ESA 10th Anniversary
Sponsored bars and buffet tables can be placed next to your stand

Special Requests
Tailored packages can be arranged to suit your objectives. Please contact the Corporate Relations Manager to discuss your suggestions.
Create a Silent Sound Centre for delegates to chill, work in isolation, reload their phones or laptop ... Choose your corporate colours. Minimum of 3 units - €9000
Advertising Opportunities

Be present before, during and after Euroanaesthesia!
Order form page 26

Each opportunity will allow you to expose your company products and services to a highly-qualified and influential audience. All of these opportunities are available to both exhibition participants and non-participants.

Final Programme - 6 500 copies
The Final Programme will be distributed onsite to all delegates and speakers. It will be the reference guide for the congress and, as such, will contain full details of the scientific programme, social programme and the exhibition.
Booking deadline 16 March 2015 – Artwork Deadline 10 April 2015

- Back cover € 9 000
- Inside front cover € 6 000
- Inside back cover € 6 000
- Inside page € 3 500

Preliminary and Final Programme Package - 15% discount
Companies who sign up to advertise in the Preliminary and Final Programme receive 15% discount on the overall cost.

Bag Inserts € 3 000
The congress bag is an effective opportunity for companies to provide delegates with company literature and promotional material. The congress bag is distributed to every delegate at the meeting. Inserts may be up to A4 in size and no more than 4-pages in thickness. CDs are also acceptable. The insert must be submitted to the Corporate Relations and Exhibition Manager for approval.

e-Newsletter
The congress e-newsletter contains articles about the highlight of each day and is sent by email to all ESA members, all Euroanaestheisa delegates and all Euroanaesthesia exhibitors early on each day of the congress.

- Major Sponsor (daily) € 4 000
- Top Page Banner € 2 000
- Skyscraper advert € 1 500
- Button € 1 000
## Trade Exhibition Stand Order Form

### Company Details

- **Company Name**
- **Invoice address**
- **Town**
- **Post Code**
- **Country**
- **Tel** (including country code)
- **Fax** (including country code)
- **Email address**
- **VAT number**
- **P.O. number**
- **Contact Person**
  - **First Name**
  - **Last Name**

### Modifications
An administrative fee of €150 will be charged for each modification requested after invoice is issued. Please clearly mention the invoicing party on the order form and correct PO number.

### Exhibition Stand Preference
Please include all module numbers in your choice. Stand space is allocated according to the Euroanaesthesia Accrued Point System for all bookings received prior to 20 October 2015. After this date space will be allocated on a first-come first-served basis.

#### Stand number

<table>
<thead>
<tr>
<th>1st choice</th>
<th>2nd choice</th>
<th>3rd choice</th>
</tr>
</thead>
</table>

### Raw Space – Floorspace Only

<table>
<thead>
<tr>
<th>Type</th>
<th>Cost/m²</th>
<th>m²</th>
<th>Total € (excl. VAT)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard booth (1 side open)</td>
<td>455 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corner booth (2 sides open)</td>
<td>470 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peninsula booth (3 sides open)</td>
<td>485 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Island booth (4 sides open)</td>
<td>500 €</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Shell Scheme

<table>
<thead>
<tr>
<th>Type</th>
<th>Cost/m²</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard booth (1 side open)</td>
<td>555 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corner booth (2 sides open)</td>
<td>570 €</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peninsula booth (3 sides open)</td>
<td>585 €</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*VAT will be charged according to German tax laws

By submitting this form, the exhibitor agrees to abide by the terms and conditions in the Corporate Prospectus. Please read the payment and cancellation terms carefully. Invoices are payable upon receipt. **Cancellations will be not be refunded.**

### Authorised Signature

- **Authorised signature**
- **Printed name**
- **Date**

### Company Stamp

- **Company stamp**
## Symposium Order Form

### Company Name

### Invoice address

<table>
<thead>
<tr>
<th>Town</th>
<th>Post Code</th>
<th>Country</th>
</tr>
</thead>
</table>

### Tel (including country code) | Fax (including country code)

### Email address

### VAT number | P.O. number

### Contact Person

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
</table>

### MODIFICATIONS: An administrative fee of € 150 will be charged for each modification requested after invoice is issued. Please clearly mention the invoicing party on the order form and correct PO number.

<table>
<thead>
<tr>
<th>Capacity</th>
<th>Number of rooms available</th>
<th>Price 60min</th>
<th>Price 90min</th>
<th>Sunday 31 May 2015 lunchtime</th>
<th>Sunday 31 May 2015 evening</th>
<th>Monday 1 June 2015 lunchtime</th>
<th>Total cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>240</td>
<td>1</td>
<td>18 000€*</td>
<td>20 000€*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>380-480</td>
<td>7</td>
<td>20 000€*</td>
<td>24 000€*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>800-1000</td>
<td>3</td>
<td>22 000€*</td>
<td>26 000€*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*VAT will be charged according to German tax laws

### Rooms will be allocated in order of application

### Invoices are payable upon receipt. Cancellations will be not be refunded.

By submitting this form, the exhibitor agrees to abide by the terms and conditions in the Corporate Prospectus. Please read the payment and cancellation terms carefully.

<table>
<thead>
<tr>
<th>Authorised signature</th>
<th>Company stamp</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed name</td>
<td></td>
</tr>
<tr>
<td>Job title</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>
Meeting Room Order Form

Company Name

Invoice address

<table>
<thead>
<tr>
<th>Town</th>
<th>Post Code</th>
<th>Country</th>
</tr>
</thead>
</table>

Tel +

Email address

VAT number

P.O. number

Contact Person | First Name | Last Name |
---------------|------------|-----------|

**MODIFICATIONS:** An administrative fee of € 150 will be charged for each modification requested after invoice is issued.

Please clearly mention the invoicing party on the order form and correct PO number.

<table>
<thead>
<tr>
<th>Capacity in U-shape</th>
<th>Price* Without AV</th>
<th>Set-up</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Day</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10-14 seats</td>
<td>600€*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S Rooms (4 available)</td>
<td>View on exhibition hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 seats</td>
<td>500€*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23-30 seats</td>
<td>950€*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*VAT will be charged according to German tax laws

Rooms will be allocated in order of application

**Invoices are payable upon receipt. Cancellations will be not be refunded.**

By submitting this form, the exhibitor agrees to abide by the terms and conditions in the Corporate Prospectus. Please read the payment and cancellation terms carefully.

<table>
<thead>
<tr>
<th>Authorised signature</th>
<th>Company stamp</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed name</td>
<td></td>
</tr>
<tr>
<td>Job title</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>
## Sponsorship Order Form

<table>
<thead>
<tr>
<th>Company Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Invoice address</strong></td>
<td></td>
</tr>
<tr>
<td>Town</td>
<td></td>
</tr>
<tr>
<td>Post Code</td>
<td>Country</td>
</tr>
<tr>
<td><strong>Tel</strong></td>
<td>+</td>
</tr>
<tr>
<td><strong>Email address</strong></td>
<td></td>
</tr>
<tr>
<td><strong>VAT number</strong></td>
<td><strong>P.O. number</strong></td>
</tr>
<tr>
<td><strong>Contact Person</strong></td>
<td>First Name</td>
</tr>
</tbody>
</table>

**MODIFICATIONS:** An administrative fee of € 150 will be charged for each modification requested after invoice is issued. Please clearly mention the invoicing party on the order form and correct PO number.

| **Badge Lanyards** | **14 000€** |
| **Congress Bags** | **5 000€** |
| **Mobile Phone Application** | **16 000€** |
| **Internet Area** | **8 000€** |
| **WIFI** | **12 000€** |
| **Disposable Cups** | **4 000€** |
| **Biscuits / Fruit** | **2 000€** |
| **Water Bottles** | **3 000€** |
| **Congress Note Pads** | **4 000€** |
| **Congress Pens** | **4 000€** |
| **Silent Sound Centre** | **9 000€** |

*VAT will be charged according to German tax laws

Discounts for combined sponsorships

Invoices are payable upon receipt. **Cancellations will be not be refunded.** By submitting this form, the exhibitor agrees to abide by the terms and conditions in the Corporate Prospectus.

| **Authorised signature** |  |
| **Company stamp** |  |
| **Printed name** |  |
| **Date** |  |
### Advertising Order Form

**Company Name**

**Invoice address**

- Town
- Post Code
- Country

**Tel** (incl. country code)

**Email address**

**VAT number**

**P.O. number**

**Contact Person**

- First Name
- Last Name

### MODIFICATIONS:

An administrative fee of €150 will be charged for each modification requested after invoice is issued. Please clearly mention the invoicing party on the order form and correct PO number.

### Final Programme

<table>
<thead>
<tr>
<th></th>
<th>Back cover</th>
<th>10 000€*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inside front cover</td>
<td>8 000€*</td>
<td></td>
</tr>
<tr>
<td>Inside back cover</td>
<td>6 000€*</td>
<td></td>
</tr>
<tr>
<td>Inside page</td>
<td>3 500€*</td>
<td></td>
</tr>
</tbody>
</table>

Advertising in Preliminary Programme and Final Programme: 15% discount

**Bag Insert**

- 3 000€*

**Congress e-Newsletter**

- Please contact the Exhibition Manager

*VAT will be charged according to German tax laws

Invoices are payable upon receipt. **Cancellations will be not be refunded.** By submitting this form, the exhibitor agrees to abide by the terms and conditions in the Corporate Prospectus.

**Authorised signature**

**Company stamp**

**Printed name**

**Date**
Code of Practice between Euroanaesthesia and Commercial Organisations

Euroanaesthesia is an important international event with thousands of participants. It is a venue for the presentation and exchange of up-to-date scientific data and brings together specialists from many countries. It is also an opportunity for commercial companies involved in healthcare to meet with practitioners and specialists in the field. Without the support of pharmaceutical and medical equipment companies the annual meeting would not be possible in the present form. The contribution from companies is therefore welcomed by ESA.

Healthcare is under public scrutiny. The relationship between science and commerce at these medical scientific meetings must be balanced and professionally managed. This responsibility lies equally with individual delegates, ESAACS as organiser, and the participating commercial organisations. ESAACS has adopted a "Code of Practice" for the commercial organisations participating at Euroanaesthesia. The commercial organisations who take part in meetings under the jurisdiction of the ESAACS should plan and conduct activities which will enhance the scientific objectives of the meeting. Commercial activities should not exceed what is deemed acceptable. The following guidelines represent the code of practice adopted by ESAACS and are applicable to commercial organisations participating at Euroanaesthesia meetings.

Exhibition Stands

The exhibition stand is an important site for commercial organisations to meet doctors and present products. Exhibition stands should allow the company to show and display information relevant to both the company and its products, and other scientific information that the company may choose to disseminate. Activities not related to the practice of medicine are not appropriate under this code of practice. The exhibition stands will be monitored by ESAACS. Detailed rules and regulations concerning stand construction and dismantling will be available in the Exhibitor Manual. Please also refer to the congress centre’s rules and regulations for exhibitors.

Product Disclaimer

Exhibition of a product or service does not constitute an endorsement by the European Society of Anaesthesiology nor by ESAACS

Assignment of Space

ESA Partners have priority choice for booth space until 30 September 2014. Booking forms received by ESAACS before 20 October 2014 will be dealt with according to the Euroanaesthesia Accrued Point System. Bookings received by ESAACS after this deadline will be dealt with on a first-come first-served basis.

Noise

Exhibitors may not make noise that could be heard outside the exhibitors’ assigned space and cause problems for attendees or other exhibitors. ESAACS reserves the right to require exhibitors to discontinue any activity that ESAACS deems annoying or disruptive to others. Live presentations at the stand are not permitted without prior approval from ESAACS.

“Meet the expert” sessions at an exhibitor’s stand are not allowed during the official scientific programme. Meet the expert sessions during coffee breaks are acceptable as long as the presentation is not disruptive or annoying to others. Plans for such sessions must be submitted to the ESAACS for prior approval.

Give-Aways and Distribution of Printed Materials

Give-aways and printed material may be distributed only in the space reserved for the exhibitor in the exhibition hall, in hospitality suites, or at industry sponsored satellite symposia / workshops. Materials may not be distributed in any hotel reserved by ESAACS for the congress delegates unless it is done in cooperation with ESAACS and the local hotel agency. Companies may only offer gifts, preferably of educational or scientific value, with a maximum value of €20. Gifts with a value equal to or lower than €120 are allowed but must relate to the Healthcare Professional’s practice, benefit patients or serve a genuine educational function. Gifts must not be given in the form of cash or cash. Product identification is permitted on give-aways. Exhibitors are invited not to give away items that are similar to officially sponsored items.

Lotteries

Contests such as lotteries and raffles are subject to the code of conduct for healthcare industry regarding promotional activities and must be submitted to the ESAACS for prior approval. The prize should be useful to the delegates for medical professional use. No pictures or brand names are allowed to promote your raffle and/or lottery.

Exhibitors’ Participation in Euroanaesthesia

Registered exhibitors cannot attend Euroanaesthesia scientific sessions. Exhibitors who wish to attend any
scientific session must apply and pay for regular delegate registration. Exhibitors will receive several complimentary exhibitor badges and congress bags based on the size of the exhibition space.

**Space Integrity**
Exhibitors may not publicise, distribute, canvass, display, carry out activities or demonstrations, or distribute materials or inducements, outside the space assigned to them. ESAACS may refuse applications from companies that do not meet standard requirements or expectations and reserves the right to curtail or close exhibits, wholly or in part, that reflect unfavourably on the character and the purpose of the meeting.

**Public Relations**
The participant shall not disclose inappropriate information or use any technical or confidential information regarding the business or affairs of the organiser or any of the other participants of the event acquired by way of the participant’s contract to participate in the event.

Press Conferences organised by commercial organisations participating at Euroanaesthesia meetings may not be organised during times of the official scientific programme, and not in the congress centre without prior approval. These times include the time for abstract viewing and the annual meeting of the General Assembly. No press activities may be organised during the opening ceremony and opening reception.

**Publicity and Advertising**
The Euroanaesthesia meeting logo is only used in official congress publications, at events, or in publications officially organised, or approved, by ESAACS. The congress logo may, however be used on invitations for official sponsored satellite symposia held at the congress centre. Otherwise, use of the ESA name and/or logo and/or the Euroanaesthesia meeting logo in any fashion, by any commercial entity, or for any purpose, is not allowed without prior written permission from ESAACS. This also applies to any publication made after the congress.

**Advertising in Euroanaesthesia Preliminary and Final Programme**
Please request format and specs from the Corporate Relations and Exhibition Manager.

Please note that the organiser reserves the right to withhold publishing of advertisements that arrive late and/or fail to comply with above mentioned guidelines. To ensure that there is enough time for any necessary revisions of your advertisement we strongly recommend that the deadlines are respected.

**Organising an Industry Symposium or Workshop**
Industry symposia & workshops must be organised at the congress centre at times offered in the Corporate Prospectus. Companies organising an industry symposium or workshop outside the congress centre during the duration of Euroanaesthesia will be banned from participation at the two following Euroanaesthesia.

The organiser shall not cover the costs arising from the audio-visual extras; invitations, travel, accommodation or registration fees for any party concerned, or any such cost as yet undetermined.

**Submitting the Workshop or Symposium Programme**
The title and names of chairperson and speakers must be submitted to the chairperson of the Scientific Committee for approval. The final structure of the symposium or workshop must be submitted in writing to the ESAACS at least 12 weeks before the event.

**Advertising the Workshop or Symposium**
Advertisement for your event is included in the fee. The advertising includes one complimentary ad in the Final Programme, listing on the congress website iplanner and in the Final Programme as well as the opportunity to display a pull-up banner in the registration area. The banner can be produced by ESAACS at your own costs or provided by you.

For the complimentary advert in the Final Programme will be inserted with “industry symposia and workshops”. Please note that all workshops and symposia adverts should focus on the content of the event and need to be submitted by 10 April 2015 – specs to be requested from Corporate Relations Manager.

The pull-up banner is printed at your own cost in portrait 1000mm x 2000mm. Please provide a digital image with a minimum resolution of 72 dpi real size (100%). To ensure that logos etc are printed in the correct colour, please provide PMS/Pantone numbers.

Absolutely NO material inducement or publication of a reward may be offered to attend the symposium or workshop. Delegates may be sent dedicated communications inviting them to attend but there should be no reward for attending. Other advertising for symposia or workshops must be confined to the company’s exhibition booth.
Guidelines for social events
The social programme is an important part of Euroanaesthesia. Participants from different countries welcome the opportunity to socialise outside the scientific programme. Participating commercial organisations are reminded that social events must not be arranged for delegates during the scientific programme (including the industry symposia & workshops), the Opening Ceremony or Welcome Reception which are held on the first day of the congress.

Transport to social events may not leave the congress during the official programme.

1. Terms of Reference
In these Terms and Conditions the following definitions shall apply:

1.1. “Contract” shall mean the contract established between the exhibitor, sponsor, and/or advertiser, and the organiser upon the exhibitor, sponsor and/or advertiser accepting the offer of the organiser to participate, upon these terms and conditions, in the event.


1.3. “Exhibition” shall mean the exhibition forming part of the event.

1.4. “Exhibition Centre” shall mean the Berlin Citycube, Berlin, Germany.

1.5. “Exhibition space” shall mean any space in the exhibition centre licensed to the exhibitor by the organiser for the purpose of the exhibition and shall include shell (ready stand) scheme and non-shell (raw) spaces.

1.6. “Participant” shall include exhibitors, sponsors and advertisers, the person being described as such in the application form and all employees and agents of such person and shall, if applicable, also include permitted sub-licensees of the exhibitor.

1.7. “Exhibitor’s Manual” shall mean the manual supplied by the organiser to the participant, which contains information relating to the exhibition and the exhibition space.

1.8. “Fees” shall mean the amount payable for the use of the exhibition and advertising space and sponsorship of the opportunities listed in this prospectus.

1.9. “Organiser” shall mean ESA Administration Conference Services SPRL (ESAACS).

1.10 “Exhibition centre operator” shall mean the owner/proprietor operator/manager of the exhibition centre.

2. Eligibility for Conditions of Participation
2.1. The organiser has absolute discretion in the admission of participants and reserves the right to decline any application without giving any reason.

2.2. The participant shall, to the extent appropriate, observe and comply, without prejudice, with the rules and regulations of the exhibition centre. Certain of the provisions therein are summarised, for exhibitor’s reference, but they shall not, under any circumstances, be construed as limiting the obligations of the exhibitor to observe and comply with all applicable rules and regulations of the exhibition centre.

3. Application for Participation
All applications for participants shall be made on the prescribed order form. The order form shall be submitted to the organiser followed by the deposit for the rental of the exhibition space as stated in Terms of Payment and Cancellation Policy Page 32.

4. Exhibition Space Licensing and Allocation
4.1. Exhibition space is licensed to the Exhibitor for trade promotion purpose only for the duration of the exhibition. The exhibitor is not allowed to sub-license the exhibition space allocated to it, neither as a whole nor in part, without the prior written consent of the organiser. The exhibitor shall ensure that any such authorised sub-license comply with these rules and regulations and shall be responsible for any default of such sub-license.

4.2. The organiser has absolute discretion in allotting space in the exhibition and the location of raw space and ready stands. Floor space will be allocated according to the Euroanaesthesia Accrued Point System for bookings received before 20 October 2014.

4.3. The Euroanaesthesia Accrued Point System has been established in order to ensure that participation in Euroanaesthesia will earn companies priority according to the level of their involvement in the past 3 years. Points are given for participation in the exhibition, sponsorships of symposia/workshops, advertisements, or any congress item. Detailed information on the point system is available on the exhibitor section of the congress website.
4.4. Ready stands (shell scheme) are provided by the organiser’s official contractor and are all erected according to a standard pattern. No variation of the standard carpeting, fascia and lettering will be permitted. Exhibits and displays should not exceed the height of the stand walls unless written permission has been received from the organiser.

4.5. Plans, drawings, and design proposals for raw spaces must be submitted to the organiser and the exhibition centre for approval within the deadline given in the Exhibitor Manual.

4.6. Any exhibitor must comply with, and any of his stand design proposals conform to, the rules and regulations of the exhibition centre and those of any public authority or department of the Swedish government. The exhibitor shall be solely responsible for observing and complying with the same and for obtaining all consents, approvals, authorities; licenses and the like as may be requisite to its participation in the exhibition.

5. Use of Exhibition Space and Safety

5.1. The exhibitor shall set-up to the exhibition space according to the arrangements and within the time limits specified by the organiser.

5.2. The official contractors nominated for the exhibition must handle movements of exhibits in and out of the exhibition centre. No exhibit will be allowed into or out of the exhibition centre without any official delivery order or clearance document. The costs of transporting goods to and from the exhibition centre, receiving, storing, decorating and removing its exhibits are to be born entirely by the exhibitor.

5.3. No exhibitor may alter or in any way affect the structure or fixtures of the exhibition centre. Exhibitors will pay the cost of making good any damages caused to the exhibition centre or fixture by themselves and/or their contractors or sub-contractors. The organiser reserves the right to refuse admittance to any visitor to the exhibition.

5.4. During the license period the exhibitor shall be responsible for the good conduct of its employees, servants and agents, contractors and sub-contractors who shall be bound by and must observe these terms and conditions in all respects.

5.5. The exhibitor’s stand must be manned by an authorised and competent representative of the exhibitor at all times during the exhibition. This representative must be fully conversant in English, with the products and services of the exhibitor and shall be duly authorised to negotiate and conclude contracts for the sale of the exhibitor’s products and services. Public auctions shall not be permitted in the exhibition at any time.

5.6. Counterfeit goods exhibited at the show will not be allowed and the organiser has the right without recourse to physically remove the items and close down the stand of the said exhibitor. The exhibitor will not have any financial claim against the organiser.

5.7. All exhibits and stand furnishings must be confined to the area of the exhibition space. Any advertising literature should be distributed from the exhibitor’s own stand(s) only.

5.8. The use of laser products at the exhibition requires prior written approval from the organiser. Application for approval of such must be submitted no later than two months before the event.

5.9. No exhibitor shall in any way engage in filming, sound or video recording, any musical performance (including the use of pre-recorded music), telecasting and broadcasting unless prior written approval has been given by the organiser.

5.10. Repairs or alterations to the stand or display may only be carried out after the exhibition is closed to the public and with the prior agreement of the organiser.

5.11. No stands or exhibits shall be dismantled before the official closing time of the exhibition on the last day of the exhibition unless the organiser has given special permission.

5.12. All exhibits and stand material shall be removed immediately after the closing of the exhibition according to the time limits specified by the organiser. The exhibitor shall vacate and return the exhibition space to the organiser in as good and clean order as it was when initially licensed out. Any exhibits or stand materials left behind at the exhibition centre shall be deemed to be abandoned and shall be disposed of at the expense of the exhibitor concerned.

5.13. The organiser reserves the right at any time to order the alterations or removal of any stand which differs from the approved specifications or which does not conform to the rules and regulations of the exhibition centre. The cost of such alteration and removal shall be entirely borne by the exhibitor.

6. Insurance & Liability

6.1. The exhibitor should ensure that there is in existence, prior to its seeking access to the exhibition centre, a valid insurance policy, covering (but not limited
to) theft, fire public (including occupier’s) liability, damage to property and effects, personal injury, consequential loss, pecuniary and pain and suffering damages occurred in any part of the rented premises and any such other risks and natural causes. This insurance policy shall provide an overall indemnity of not less than the equivalent of two and a half million euro (€ 2,500,000). The organiser shall be entitled to inspect any such insurance policy and receipts for premium at any time.

6.2. Companies involved in assembling and decoration of stands are required to have a previous credential, which implies the presentation of an insurance policy for civil and professional liability, covering damage caused in the premises or to a third party and possible damage due to stoppage of activities of the Berlin Messe, Berlin, Germany, in the amount of €1,000,000.00.

6.3. The exhibitor undertakes to indemnify and at all times thereafter to keep indemnified the organiser, its employees and agents on demand against all claims, liabilities, losses, suits, damages, judgments, expenses, costs and charges of every kind arising out of the default or negligence of, or any damage caused by, the exhibitor or its contractors or sub-contractors.

6.4. All exhibits are brought to, displayed and removed from the exhibition centre at the exhibitor’s own risk and should be safeguarded by the exhibitor at all times.

6.5. The organiser shall not be responsible for any error or omission relating to the exhibitor, its equipment, products or services in the listings in the exhibition’s official directory, Final Programme or in any promotional material.

6.6. The organiser shall not be held responsible in any manner whatsoever for the consequences of any introduction or commercial transaction made during or as the result of the exhibition.

6.7. Neither party will be liable for any failure or delay in the performance of the Agreement which is caused by circumstances beyond the reasonable control of the party concerned including without limitation acts of God, war or national emergency, acts of terrorism, strike, lock-out, fire, explosion, volcanic eruption and flood (“Force Majeure”), provided always that the de-faulting party uses all reasonable endeavours (but without an obligation to incur cost) to minimise the period of disruption caused by Force Majeure.

6.8. The Organiser reserves the right to defer or to cancel the Congress (without liability to the Exhibitor) in the event of a Force Majeure.

7. Terms of Payment and Cancellation Policy
All signed application forms are irrevocable

7.1. All orders for Exhibition space received prior to 31 January 2015 will be paid in two installments: 50% deposit within 30 days of invoice date; the deposit secures your order 50% for the balance due on or before 31 January 2015

7.2. A €150 administrative fee will be charged for each modification of an issued invoice. Please clearly mention the invoicing party on the order form and correct PO number.

7.3. Failure to pay cancels your reservation and invokes a cancellation charge.

7.4. For application forms received after 31st December 2014, the entire amount due will be invoiced directly. Payment is due within 30 days of the date of the invoice or sooner if indicated on the invoice.

7.5. Any late payment (i.e. receipt of money by organiser beyond the due date stipulated on in-voice) will be subject to a penalty of 21% APR on the total amount invoiced. No participant will be allowed to participate or have access to the event should both of the payment installments not have been received by the organiser prior to the event and within the stipulated deadline.

7.6. For cancellations of stands received in writing prior to December 31, 2014, ESAACS maintains a cancellation fee of 50%.

7.7. No refunds will be issued for cancellations of stands received in writing after January 31, 2015. The organiser is free to assign the exhibition space to other exhibitors.

7.8. Full payment for symposium/workshops, sponsorship, publicity or meetings is payable within 30 days of receipt of invoice. Cancellations received prior to November 30, 2014 will be refunded. No refunds will be issued for cancellations of symposium/workshops, sponsorship, publicity or meeting rooms received after November 30, 2014. The organiser is free to assign the option to other exhibitors.

8. Waiver
8.1. No waiver by the organiser of any of the provisions of these rules and regulations or of any of its rights hereunder shall have effect unless given in writing and signed by the organiser.
8.2. The waiver by the organiser of any of these rules and regulations shall not prevent the subsequent enforcement of these rules and regulations and shall not be deemed to act as a waiver in respect of any subsequent breach.

9. Termination of Participation
The organiser reserves the right to terminate without notice a participant’s right to participate in the event upon occurrence of any of the following events:

9.1. If the participant or any of its representatives commits a breach of any of these rules and regulations; or

9.2. If the exhibition centre and/or the exhibition space becomes unfit for occupancy and use or the exhibition is cancelled; or

9.3. If the holding of the exhibition or the performance of this contract by the organiser is substantially or materially interfered with due to any cause or causes not reasonably within the control of the organiser; or

9.4. If the organiser believes that the participant is conducting an activity that does not conform to the nature and purpose of the event or if proper use is not being made of the exhibition space during the installation period or at any time during the term of the exhibition; or

9.5. If the payment of fees is not made by the participant in accordance with point 7; or

9.6. If the participant is, for any reason, unable to meet his contractual obligations.

In the event that a participant’s right to participate in the event is terminated the participant shall have no claim for refund of any fees paid to the organiser.

Resume
The following codes will be adopted:

- The International Pharmaceutical Congress Advisory Association’s (IPCAA) Code of Conduct, Medical congress Guidelines and Housing Guidelines
- The Code of Practice of the European Federation of Pharmaceutical Industry Association
- Eucomed: Code of Ethical Business Practice

These terms and conditions shall be governed by and construed in accordance with the laws of Belgium. Any disputes or claims arising out of or in connection with