

# FRONTIERS IN CARDIOVASCULAR BIOLOGY

FIFTH CONGRESS OF THE ESC COUNCIL  
ON BASIC CARDIOVASCULAR SCIENCE

**FCVB  
2018**

**20-22 APRIL**  
**VIENNA**  
AUSTRIA



[www.escardio.org/FCVB](http://www.escardio.org/FCVB)

**CARDIAC • DISCOVERY • TRANSLATION • VASCULAR**



# ESC Guidelines for Industry @ FCVB 2018

## Congratulations

You have decided to partner the fifth Frontiers in Cardiovascular Biology (FCVB) 2018, the biennial meeting of the Council on Basic Cardiovascular Science (CBCS) of the European Society of Cardiology.

FCVB 2018 will take place in the city of Vienna. It is a unique opportunity for everyone to participate to one of the most relevant exchange platform for basic and translational cardiovascular biology.

We look forward to working closely with you over the coming months towards a rich and innovative FCVB 2018.

## Thank you for reading these Guidelines

Please note that a successful application for participation at ESC Congresses implies an acceptance of the requirements contained within these ESC Guidelines for Industry @ FCVB 2018, within complementary ESC Guidelines for Industry @ Congresses and also in any updates posted on [www.esccongress.org/FCVB2018](http://www.esccongress.org/FCVB2018)

Please carefully note the key deadlines marked at the start of each chapter. To ensure we deliver a successful FCVB 2018, we will not be able to deviate from these deadlines.

## The ESC Congresses Industry portal: [www.esccongress.org/FCVB2018](http://www.esccongress.org/FCVB2018)

This web address should be a main reference source in your preparations. The website is also organised by activity to allow you to focus on your company's participation concerns. The website will provide you with updates, application forms, key dates, don't miss information, technical specifications and much more... Bookmark it now!

Each exhibitor is responsible for sharing the address of the ESC industry portal with their agencies or contractors and providing them with the necessary information for exhibition preparations.

## Your contacts

A dedicated team is happy to assist you in your preparations for the FCVB 2018. Please contact the following people as necessary for your queries.

Exhibition, Industry Sponsored Sessions,  
Sponsorship and Rooms at FCVB:  
[fcbbservices@escardio.org](mailto:fcbbservices@escardio.org)

Ms Abir Ghorah

Exhibitor Registration:  
[fcbregistration@escardio.org](mailto:fcbregistration@escardio.org)

Accommodation:  
[fcbhotels@escardio.org](mailto:fcbhotels@escardio.org)

Orders and Industry Relations:  
[industry@escardio.org](mailto:industry@escardio.org)

Any other queries:  
[fcalabrese@escardio.org](mailto:fcalabrese@escardio.org)  
Mr Fabrice Calabrese

## Booking procedure

Application forms available on the ESC Industry portal: [www.esceexhibition.org](http://www.esceexhibition.org)

### Note

**- The invoice will be issued by ESC – European Society of Cardiology 2035 route des Colles CS 80179 BIOT 06903 Sophia Antipolis, Cedex FRANCE**

Signature of the order form constitutes establishment of the contract between the sponsor and the ESC. A stand assignment, sponsored sessions, sponsorship or rooms at FCVB confirmation and an invoice will be sent to the sponsor by email only. Should the confirmation differ from the order form, the details of the confirmation prevail unless the sponsor protests in writing within two weeks of the date indicated on the confirmation email.

### Appointed agency

- Sponsors should inform the ESC, in writing, which agency is appointed to conduct its affairs. Requests from unknown agencies will not be taken into account.
- Applications for stand spaces, session' time slots, sponsorship items or rooms at FCVB must be submitted by the sponsoring industry. Correspondence should be made exclusively between this company and the ESC.
- It is not the role of any agency to make initial enquiries or reservations with the ESC independently of the sponsoring industry.
- The named agency cannot fully act as if it were the company itself and the company will continue to be held entirely responsible and accountable for activities organised in its name by its agency.
- The ESC has created ESC Guidelines for Industry @ Congresses as an essential tool on how to host Industry activities. It is obligatory that every appointed agency read these Guidelines and all other documents posted on [www.esceexhibition.org](http://www.esceexhibition.org) website in order to have a proper working relationship with the ESC Industry Division. Sponsors are responsible for communicating these guidelines to staff and appointed agencies.
- The ESC reserves the right to inform the Sponsor if the appointed agencies have not read or understood the ESC Guidelines for Industry @ Congresses so the companies may ensure smooth communication is re-established.

### Condition of sales

- Order forms need to be signed by an authorised company representative, only signed order forms will be taken into consideration. Failure to return a signed order form will result in loss of product and priority position
- An order is considered final and subject to payment and cancellation fees once this form has been signed and returned.
- Companies are invoiced for the requested service upon signature of the order form. Precise and definitive accounting information must be provided on the initial e-application form. The ESC cannot reissue invoices for missing or incorrect data (addition of Purchase Order, changes of billing address).
- On time payment is essential to secure a stand space, session' time slot, sponsorship item or rooms assignment.

- Stand space, session' time slot, sponsorship item or rooms assignments are cancelled automatically if the invoice has not been paid within the given payment period.
- The ESC acts in good faith and is not liable for refund of contracted services in the case of regulatory or legislative bodies refusing the content of same.

For all payment, invoicing and cancellation information, please refer to the Order Form and Chapter 5 "Finance and invoicing" of these Guidelines.

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# 1. Exhibition

## Contents

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## 1.1 KEY DATES

<b>Until 30 November 2017</b>	Cancellation fee: 10% of total amount due
<b>From 1 December 2017 to 31 January 2018</b>	Cancellation fee: 50% of total amount due
<b>From 1 February 2018</b>	Cancellation fee: 100% of total amount due
<b>5 March 2018</b>	Company and product description deadline
<b>20 March 2018</b>	Free Exhibitor badge deadline
<b>30 March 2018</b>	Stand activity declaration deadline
<b>20 – 22 April 2018</b>	FCVB 2018

## 1.2 STAND ASSIGNMENT

Stands will be assigned on a first come, first served basis.

To ensure every exhibitor has a chance to choose an appropriate location, the ESC stand assignment proposal is valid for 48 hours only unless the offer states otherwise.

## 1.3 EXHIBITION SCHEDULE

### Construction schedule

Exhibitors and their agencies must study the timetable for construction, exhibition opening and dismantling.

Access to the unloading area and exhibition grounds for construction shall be according to the access schedule.

Priority will be decided based on the size of stand area under construction and other considerations such as availability of halls. Agencies responsible for construction of more than one stand may apply for a time slot based on the combined area for which they are responsible.

Exhibitors and their agencies must strictly adhere to the timelines provided and ensure set-up is completed and the necessary packing material removed from the stand by the end of the time slot provided. If it appears to the ESC that the equipment and furnishing and/or the set-up and installation of the rented stand site will not be completed by the deadline, the ESC shall be entitled to take all measures they may deem necessary. All costs arising from the ESC decision shall be paid by the exhibitor in full with no right to refund.

### Exhibition access timetable

#### Construction

The hall is open for construction/decoration:

- Thursday 19 April 14:00 - 18:00 Exhibition build-up/ Stand decoration

#### Opening hours

##### Friday 20 April

08:00 – 09:00	Exhibit decoration only
09:00	Exhibition opens (all stands must be staffed)
18:00	Exhibition closed

##### Saturday 21 April

08:00	Hall access for exhibitors
08:30 – 17:00	Exhibition opens

##### Sunday 22 April

08:00	Hall access for exhibitors
08:30 – 17:00	Exhibition opens
18:30 – 22:00	Exhibition dismantling - Removal of stand and Meeting Rooms valuables

#### IMPORTANT

From Friday 20 to Sunday 22 April, stand personnel may enter the building ½ hour before the opening of the exhibition. Outside of “Exhibition Open” periods, delegates will walk through the Exhibition, we therefore strongly urge you to secure your stand against theft or damage when the stand is not manned. (See Chapter 5 “General Terms and Conditions” of the ESC Guidelines for Industry @ Congresses).

## 1.4 TECHNICAL GUIDELINES

### Exhibition location and building information

The exhibition accompanying FCVB 2018 will be held in the Hall D at Level -2 in Austria Centre Vienna.

### Security

#### Due diligence

All entities involved in FCVB 2018 must have adequate insurance to cover claims arriving from industrial accidents and public safety, whatever the cause. Exhibitors and their contractors must abide by current legislation in the host country with regards to the prevention of occupational hazards which apply to the work being carried out. Particular care should be taken during construction and dismantling periods; un-safe working practices will be stopped by the organiser in the interests of public safety. Exhibitors using materials not conforming to any safety component of these Guidelines will replace them with safe alternatives at their own cost.



### Safety requirements

All stands, materials, installations, advertising supports, etc., must conform to public safety requirements in the host country and the E.U. Where these differ, the most stringent standard must be met.

Please refer to ESC Guidelines for Industry @ Congresses and venue rules and regulations for further information.

For any questions regarding safety and security in the venues, exhibitors could contact the ESC Industry Team who will liaise with the venues.

### Stand module – Shell scheme stand

A turn-key stand solution is available at attractive package price for stand namely:

#### Exhibition Welcome Package

The stand includes:

- 4m<sup>2</sup> floor space and structure: Back wall with signage and company name, carpet, and daily basic stand cleaning (emptying of bins and floor vacuuming).
- Lighting: 1 electrical socket, 1 switchboard for general lighting and consumption (tbc)
- Furniture package: 1 lockable counter with printed logo, 1 brochure rack and 1 waste paper basket.



The stand module provided by the official stand service supplier and illustrated below will be uniform stands with uniform graphics, height and design. Partition walls will be 2.5m high.

### Exhibition services

For all your additional stand service orders and the latest exhibition logistics information, please visit [www.esccongress.org/FCVB2018](http://www.esccongress.org/FCVB2018)

Extra stand services can be ordered from the official stand supplier – StandOut - [florian.wacht@standout.eu](mailto:florian.wacht@standout.eu)

### Service points (electricity, water, waste, compressed air)

All services (water, electricity, compressed air, etc.) will reach stands via the service ducts located within the floor. Connections to these service ducts must be made by the venues' Exhibitor Service Department only. Access points at any given location may be supplying services to other exhibitors; therefore some stand areas may have cables/pipes/electrical distribution boxes within their area feeding other locations. For aesthetic reasons it may be necessary to shield these pipes or in extreme cases install a platform floor, in such cases ESC



will advise exhibitors at the earliest opportunity. Any additional costs arising will remain the responsibility of each exhibitor.

Please refer to ESC Guidelines for Industry @ Congresses for further information.

### **Internet connection**

With the explosion of wireless-enabled devices (smartphones and tablets), the Wi-Fi network availability during ESC Congresses has become a challenge. In order to avoid interferences between Wi-Fi devices on stands (routers, access points, controllers ...) the ESC strongly recommends getting in touch with the venues for all connection needs. The FMC Exhibitor Service will provide internet connections (via cable) and will provide Wi-Fi capabilities for internet browsing and email reading. Going through the FMC Exhibitor Service will guarantee a consistency on Wi-Fi settings (channel and signal strength) throughout the exhibition halls. Any other wireless devices installed on the stands might interfere with the Wi-Fi network. The ESC and the FMC Exhibitor Service has the right to require exhibitors to modify the settings and/or remove these devices if judged necessary.

Failure to report Wi-Fi equipment could lead to an immediate requirement to suspend equipment onsite.

### **Catering**

Exhibitors may not bring their own catering into the venues. All perishable goods (coffee, tea, milk, sugar, fresh fruits...) necessary for the service of hospitality on stands should be ordered from the official caterer. Exhibitors may not sell food or drink for consumption on the premises. Serving alcoholic beverages on stands is strictly forbidden.

Should you need to contact the official caterer please send an email [fcvbservices@escardio.org](mailto:fcvbservices@escardio.org)

### **Logistic**

#### **Transport regulations/handling**

The official forwarder for FCVB is:

Fairexx Logistics for Exhibitions GmbH

Email: [Stefan.grunwaldt@fairexx.com](mailto:Stefan.grunwaldt@fairexx.com)

Within the limits of the venues, Fairexx and its agents act with the authority of ESC on its behalf in matters concerning vehicle logistics & security, freight forwarding, freight lifting and storage of goods.

Please refer to ESC Guidelines for Industry @ Congresses for further information.

### **Delivery address**

The address for all deliveries will be made available in the Fairexx freight forwarder manual available online on [www.escexhibition.org/FCVB2018](http://www.escexhibition.org/FCVB2018). Note that this will be the only delivery address to be used for consignments delivered direct to Austria Centre Vienna. Venues representatives are not entitled to receive goods on behalf of exhibitors.

## **Storage**

Empty packing cases must be removed from the exhibition halls by 18:00 on Thursday 19 April 2018. Exhibitors should therefore make prior arrangements for the safekeeping of such items with the appointed official forwarder and lifter, Fairexx, or with their own shipping agent. Storing materials in the spaces behind or close to stands not rented by the exhibitor is strictly forbidden.

## **1.5 SAFETY AND TECHNICAL SPECIFICATIONS**

Please refer to ESC Guidelines for Industry @ Congresses and venue' Rules and Regulations available on [www.esceexhibition.org/FCVB2018](http://www.esceexhibition.org/FCVB2018)

### **Access for people with reduced mobility**

The exhibitor must comply with European regulations and with the accessibility order. These regulations specify that all premises and facilities open to the public must allow access to the disabled and to people with reduced mobility. For ESC Congresses, all disabled persons must be able to access and exit all facilities without assistance.

### **Fire prevention and crowd safety**

#### **Exhibitor obligations**

Exhibitors must have available on site all official reports on the fire resistance classification of all materials used on their stands. If official reports are not available, exhibitors must have all fireproofing certificates available on site at each of their stands. Any goods on stand will be subject to these regulations.

#### **IMPORTANT**

All materials to be used for stand fitting up (partition walls, backdrops, platforms, coverings, fabrics, false ceilings, curtains, carpets, various structures and so on) must be incombustible, originally fireproof or fireproofed, in compliance with the European standards.

Exhibitor's using materials not conforming to any safety component of the ESC Guidelines for Industry @ Congresses and venue' Rules and Regulations will replace them with safe alternatives at their own cost.

#### **Organiser's security**

The ESC undertakes the general surveillance service of the venues, both day and night.

#### **Extra security**

The ESC will provide general surveillance of the hall, however, the ESC reminds exhibitor of their responsibility for their stand surveillance.

Stand security can be ordered via the Austria Centre Vienna available on [www.esceexhibition.org/FCVB2018](http://www.esceexhibition.org/FCVB2018)

### **Valuable goods**

The Exhibitor shall be responsible for the surveillance of his/her stand and exhibit during the exhibition opening hours. Exhibitors are recommended to pay closer attention to the exhibits during the stand construction and dismantling periods. Valuable objects, which may easily be removed, should be locked away overnight. The ESC accepts no responsibility for goods stolen from exhibits at any time.

### **IMPORTANT**

Exhibitors should not leave removable/valuable goods unattended on the stand at any time; particular attention should be given to goods awaiting collection from the freight forwarder/lifter.

### **Insurance**

Please refer to Chapter 5 “General terms and conditions” § 5.3 INSURANCE of the ESC Guidelines for Industry @ Congresses.

## **1.6 EXHIBITION REGISTRATION**

Please refer to ESC Guidelines for Industry @ Congresses for further information.

All exhibiting companies have a fixed allocation of free General Exhibitor, and Scientific Exhibitor badges. If the number of free General Exhibitor badges is insufficient, extra General Exhibitor badges may be purchased.

### **Exhibitor badge categories**

Exhibitor registration types are reserved only for staff working directly in the organisation and management of exhibits, Industry Sponsored Sessions and sponsored activities. Bearers are subject to the restrictions contained within these Guidelines.

#### **General Exhibitor badge**

- Access to Exhibition halls
- NO access to FCVB 2018 Scientific Sessions
- Access to Industry Sponsored Sessions of affiliated company
- No congress bag
- No journal subscription
- No accreditation
- Hard copy of the Final Programme on Mobile App and Website
- Opportunity to purchase additional General Exhibitor badges
- Onsite name changes are not accepted, a new badge must be purchased
- Lost General Exhibitor badges will not be replaced, a new badge must be purchased

#### **Scientific Exhibitor badge**

- Access to Exhibition halls
- Access to FCVB 2018 Scientific Sessions
- Access to Industry Sponsored Sessions
- No certificate of attendance

- No congress bag
- No journal subscription
- Hard copy of the Final Programme on Mobile App and Website
- No additional paying Scientific Exhibitor badges can be ordered (beyond the defined number allocated per stand). If any additional one is required, a usual delegate badge should be purchased through the ESC website.
- Onsite name changes are accepted upon surrender of the original badge (administration fee to be charged)
- Lost Scientific Exhibitor badges will not be replaced, a new badge must be purchased

### Exhibitor badge allocation

The number of free allocated badges is determined according to each stand space. An Exhibitor choosing to order several stands, should be aware that each stand will be considered as separate stand.

Stand size between:	General Exhibitor Badges	Scientific Exhibitor Badges
Exhibition Welcome Package	4	4

### Exhibitor badge orders

#### Free badge orders

A link to an online form will be sent to the Industry's main contact a few weeks before the Congress. This online form will already have the correct number of badges to be completed with the onsite staff's names (or be left with the company name only).

Should the person in charge of ordering the badges not be from the Industry, an official letter of appointment must be provided to the ESC to prove they have indeed been mandated to order them. Failure to do so will result in the request for badges not being taken into account.

#### Exhibitor badges with company name and/or individual name

Exhibitors may choose how their free badges are inscribed: either company name only or individual name & company name.

It is mandatory that the company name is the same as that provided for the exhibition listing.

#### Badges fees and order deadlines

Additional General Exhibitor badges may be pre-ordered at the early fee of €40 (excl. VAT) per badge before 20 March 2018.

#### Delegate passes to exhibitions outside of opening hours

For security reasons, access to the exhibitions outside of opening hours is limited to persons holding an exhibitors' badge.

Full fee paying delegates affiliated with an exhibiting company can also receive a green sticker for access to the exhibitions outside of exhibition hours. Companies must provide the ESC with a complete list of relevant names prior the congress.

Named delegates will be provided with the necessary stickers at the Exhibitor Registration desk and will be given access to the exhibition without the need to be accompanied.

## 1.7 STAND ACTIVITY AND PROMOTIONAL REGULATIONS

Please refer to ESC Guidelines for Industry @ Congresses for further information.

### Stand activities

The main activity of any exhibition' stands should be the presentation of the exhibiting company and/or its products or services.

Companies may organise stand activities in line with the information they have to communicate with the delegates. Stand activities should be focused on the product and scientific information to be communicated; Companies should ensure that the perception of the activity is above all one of transfer of knowledge. All stand activities must be submitted to the ESC for approval. Interactive technology based activities may be accepted provided their focus remains product, scientific knowledge transfer and they have no negative impact on the exhibitions or other rules within this publication.

### Audio & visual activities

The projection of films and slides; any amplification with the aid of loudspeakers; the production of music and/or sound; as well as the use of lighting, computer monitors and television screens is acceptable within the stand space as long as no disturbance is caused. Sound and lighting effects should be contained within each stand area. If the ESC judges that a disturbance is being caused, the exhibitor is to halt the activity immediately. If this is not done, the ESC reserves the right to make the necessary arrangements at the expense of the exhibitor. A refusal to lower the sound level or halt an activity will be considered a violation of these Guidelines. Licensing for copyrighted work is the sole responsibility of the exhibitor.

### IMPORTANT

Out of respect for our fellow exhibitors, it is requested that demonstrations/ Presentations, which may generate noise within the exhibition area, are kept to a minimum. All loudspeakers are to be positioned within the boundaries of the stand and angled so that they face inwards towards the centre point of the stand. The maximum permitted volume on stands is 3db above background noise, measured from 3m distance to the stand. The ESC is authorised to restrict any demonstrations/ Presentations which do not comply with the regulations.

We call on all exhibitors to kindly self-regulate the level of noise they are producing – the exhibition is an open area so it is crucial that all parties act in good faith to ensure harmony throughout the area.

### NOTE

Each exhibitor is asked to seriously consider these recommendations and self-regulate. Refusal to lower the sound level or halt an activity will be considered a violation of these Guidelines and will cause the penalty of removal of half of the company's accrued points accumulated for the congress.

### Promotional regulations

#### Items which may be advertised

It is prohibited to advertise goods and services which have not been admitted to FCVB 2018 or to make publicity for organisations which do not occupy stand space at ESC Congresses. Exhibitors should be aware that they are held responsible for any material on which their logo and/or name appears. This applies especially to any brochures produced and distributed by a third party.

### **Items for distribution**

Exhibitors can distribute approved items to delegates on their stands and/or to those delegates participating in approved stand activities.

Each exhibitor should declare all items for distribution in advance with a description/picture and unit price by using the e-form sent by the ESC Industry Team.

## **2. Industry Sponsored Sessions**

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### **2.1 KEY DATES**

<b>Until 30 November 2017</b>	Cancellation fee: 10% of total amount due
<b>From 1 December 2017 to 31 January 2018</b>	Cancellation fee: 50% of total amount due
<b>From 1 February 2018</b>	Cancellation fee: 100% of total amount due
<b>2 March 2018</b>	Deadline for receiving complete scientific programmes

<b>19 March 2018</b>	Deadline for printing scientific programmes in the Final Programme
<b>2 April 2018</b>	Deadline for approval of promotional materials (invitations/flyers) by ESC
<b>20 – 22 April 2018</b>	FCVB 2018

## 2.2 SATELLITE SYMPOSIA

Please refer to the Industry Prospectus and ESC Guidelines for Industry @ Congresses for further information.

Satellite Symposia can be organised by exhibiting or non-exhibiting companies and must be open to all registered delegates.

Satellite Symposia are organised within the congress centre in fully furnished and AV equipped lecture rooms.

Satellite Symposia should fit in the standard time unit of a 45, 60 and 90-minute session.

### Time slots and costs

Satellite Symposia		Exhibitor Prices	Non-exhibitor Prices
<b>Friday 20 April 2018</b>			
12:30 – 13:30	60 mins	€10 000	€14 000
12:30 – 14:00	90 mins	€14 000	€18 000
<b>Saturday 21 April 2018</b>			
13:05 – 13:50	45 mins	€8 000	€12 000
<b>Sunday 22 April 2018</b>			
13:05 – 13:50	45 mins	€8 000	€12 000
<i>All prices are exclusive of VAT</i>			

### What is included in the cost?

- Room rental
- 1 advert
- Standard lecture room set-up
- Dedicated listing in the Scientific Programme & Planner, Final Programme, and Mobile App
- Promotion allowed in front of the session room (Roll-up and/or invitations)



For Non-Exhibiting companies the cost includes all the above as well as:

- 4 General Exhibitor badges and 4 Scientific Exhibitor badges

#### Lecture room set-up

The full list of equipment will be communicated upon room assignment. Cost of additional equipment, furniture, food and beverage will be at the expense of the sponsor.

#### NOTE

Installation of extra materials or any alterations to Lecture rooms is not allowed. Further information will be communicated at a later stage on: [www.esccexhibition.org/FCVB2018](http://www.esccexhibition.org/FCVB2018)

Any installations or alterations to lecture rooms may only be made with explicit approval of the ESC.

#### Promotional regulations

##### Invitations

Invitations can be distributed at the entrance of the assigned regular lecture rooms and in the direct vicinity of the assigned rooms 30 minutes before the beginning of the session. It is forbidden to distribute invitations anywhere else in the building other than on the booth and on the "Display tables".

##### Roll-ups

Two Roll-up (maximum height of 2.5m and maximum width of 1m, no electrical connections, no lights, and no sound) may be displayed in front of the regular lecture room door(s) and in the direct vicinity of the assigned lecture room 1 hour before the sessions start.

## 2.3 PRACTICAL TUTORIALS

Please refer to the Industry Prospectus and ESC Guidelines for Industry @ Congresses for further information.

These industry sponsored tutorials provide participants with an opportunity for one-on-one learning from clinical and/or technical experts on specific areas of expertise.

Practical Tutorials are organised in rooms located on level -2 in the congress centre. One room is allocated per company for the duration of the congress. Sessions can be organised from 09:00 to 18:00 on Friday 20 April 2018 and from 08:30 to 17:00 on Saturday 21 April 2018. Up to 5 sessions can be organised per day – 15 sessions over 3 days.

<b>Practical Tutorials</b> <i>(Room rental included)</i>	<b>Exhibitor Prices</b>	<b>Non-exhibitor Prices</b>
<b>Friday 20 April 2018</b>		
09:00 – 18:00	€12 000	€17 000
<b>Saturday 21 April 2018</b>		
08:30 – 17:00	€12 000	€17 000
<b>Sunday 22 April 2018</b>		

08:30 – 17:00	€12 000	€17 000
<i>All prices are exclusive of VAT</i>		

### **What is included in the cost?**

- Standard sound-reduced room
- Rooms will include standard set-up for approximately 50 pax (in theatre style), standard electricity supply, air-conditioning and daily cleaning.
- 1 advert
- Dedicated listing in the Scientific Programme & Planner, Final Programme and Mobile App
- Promotion allowed in front of the session room (Roll-up, invitations and/or information screen)

For Non-Exhibiting organising companies the cost includes all of the above and:

- 4 General Exhibitor Badges and 4 Scientific Exhibitor badges

### **Room access and set-up**

- Unless agreed otherwise, Practical Tutorials organisers will have access to their assigned room on Thursday 19 April at 08:00. Goods and empty cases must be removed from aisles to allow carpeting of aisles, by 18:00 on Thursday 19 April.
- Dismantling (Removal of the Practical Tutorials rooms' valuables) can start on Sunday 22 April at 18:30 and must be completed on Sunday 22 April by 22:00.
- Practical Tutorials organisers must bring their own consoles, projectors and other necessary equipment.
- All furniture, audiovisual equipment and electricity supply over and above the standard set-up will be at the cost of the Practical Tutorials organisers.
- Session organisers must plan appropriate staffing and/or security to avoid any problems. If this is not the case, for security reasons, the venue has complete authority to block entrance into the rooms.

### **IMPORTANT**

Companies must ensure set-up is completed and the necessary packing material removed from the room by the end of the time slot provided. If it appears to the ESC, that the equipment and furnishing and/or the set-up and installation of the room will not be completed by the deadline, the organisers shall be entitled to take all measures they may deem necessary. All arising costs shall be paid by the Session organisers in full with no right to refund.

### **Transport regulations/handling**

The official forwarder for ESC Congresses is:

Fairexx Logistics for Exhibitions GmbH

Email: stefan.grunwaldt@fairexx.de

Within the limits of the venues, Fairexx and its agents act with the authority of ESC on its behalf in matters concerning vehicle logistics & security, freight forwarding, freight lifting and storage of goods.

For all delivery and access logistics matters, please see Chapter 1. Exhibition and refer to 1.5 Technical Guidelines.

Please refer to ESC Guidelines for Industry @ Congresses for further information.

## **Access Schedule**

### **Thursday 19 April 2018**

08:00 – 18:00 Access to the Practical Tutorials rooms for set-up  
08:00 – 18:00 Vehicle access (time slot to book with Fairexx)

### **Friday 20 April 2018**

08:00 – 18:30 Access to the Practical Tutorials for Exhibitors  
09:00 – 18:00 Access to the Practical Tutorials for Delegates

### **Saturday 21 April 2018**

08:00 – 18:30 Access to the Practical Tutorials for Exhibitors  
08:30 – 17:00 Access to the Practical Tutorials for Delegates

### **Sunday 22 April 2018**

08:00 – 18:30 Access to the Practical Tutorials for Exhibitors  
08:30 – 17:00 Access to the Practical Tutorials for Delegates  
18:30 – 22:00 Access to Practical Tutorials rooms for dismantling  
From 22:00 Any materials left in the rooms will be cleared by the organisers and destroyed at the Session organiser's expenses.

## **Room signage**

- The ESC will take care of the generic signage within the congress centre.
- No other signage or promotion can be made within the building.
- Practical Tutorial organisers may place signage on the screen of the assigned room (included in the Practical Tutorials room rental); this signage cannot carry product names, logos or references and should be limited to the company name, corporate logo, congress image and PACE -Practical Tutorial Agenda. The titles of official ESC sessions such as "Meet the Expert", "Symposium", "Experts on the Spot", etc must not be used by Practical Tutorials organisers.
- Room signage must receive prior approval from the ESC.

## **Promotional regulations**

### **Invitations**

Invitations can be distributed at the entrance of the assigned room. It is forbidden to distribute invitations anywhere else in the building other than on the booth.

### **Room roll-ups and Information Screen**

One Roll-up (maximum height of 2.5m and maximum width of 1m, no sound) and/or an information screen (no sound) may be displayed in front of the assigned room. These promotional supports cannot carry product names, logos or references and should be

limited to the company name, corporate logo, congress image and Practical Tutorials Agenda.

## 2.4 GENERAL RULES GOVERNING INDUSTRY SPONSORED SESSIONS

### Assignment of Industry Sponsored Sessions

Please refer to the ESC Guidelines for Industry @ Congresses for further information.

### Preparing Industry Sponsored Sessions scientific programmes

Please refer to the ESC Guidelines for Industry @ Congresses for further information.

#### Submitting your scientific programme

**By 2 March 2018** the complete scientific programme of Industry Sponsored Sessions must be sent to the ESC. The scientific programme must be typed on the appropriate form available on [www.esceexhibition.org/FCVB2018](http://www.esceexhibition.org/FCVB2018)

#### NOTE

- Industry Sponsored Sessions are announced in all publications as “Sponsored by company X”. Sessions’ sponsor can use a different wording to announce the session on promotional material. The ESC approval is mandatory.
- Sponsored sessions’ chairperson(s): 1 mandatory for 45 and 60-minute Satellite Symposia
- Sponsored sessions’ chairperson(s): 2 mandatory for 90-minutes Satellite Symposia

#### Approval of scientific programmes

The content and scientific programme of Industry Sponsored Sessions must be reviewed and approved by the Chairperson of the Congress Programme Committee (CPC) who will confirm/ascertain the scientific value of Industry Sponsored Sessions. This review will take place in March 2018. Approval or suggestions for changes by the CPC Chairperson will be communicated to the Industry Sponsored Sessions sponsors. **These recommendations must be taken into consideration.**

Changes in the scientific programmes content cannot be made without the specific approval of the Congress Programme Committee (CPC).

#### FCVB Faculty management Policy

Satellite Symposia organisers are responsible for:\*

- The registration and accommodation of the faculty involved in their Satellite Symposia.\*\*
- Payment of travel related expenses
- Payment of extra expenses at the discretion of the Industry Partners (e.g. taxi, extra nights, room service, restaurant...)

\*Exceptions are made for the Council on Basic Cardiovascular Science’s President and the Congress Committee Chairpersons whose expenses will be covered by the Congress organisation.

**\*\*Exceptions are made for the faculty involved also in FCVB scientific sessions. Registration and accommodation in official faculty hotel will be covered by Congress organisation.**

Faculty engagement: Following the approval of the session scientific programmes by the Congress Programme Committee, the ESC encourages Industry Sponsored Session organisers to visit the Congress Scientific Programme & Planner (SPP) to identify faculty participating in multiple sessions.

The ESC will facilitate contact between Industry Sponsored Session organisers to discuss faculty arrangements amongst themselves. Nevertheless, the ESC will not engage in communication on faculty arrangements and expense management.

Please note that the ESC reserves all rights to modify the programme faculty.

### Preparing Industry Sponsored Sessions requirements

Please refer to the ESC Guidelines for Industry @ Congresses for further information.

#### **Badges, right of admission reserved**

All persons involved in the organisation of Industry Sponsored Sessions (film crew, technicians, participants...) must have a valid badge: General Exhibitor<sup>1</sup>, Scientific Exhibitor<sup>2</sup>, active participant or day ticket.

*<sup>1</sup> General Exhibitor badges for Non-Exhibitors will give the holder access to the Industry Sponsored Sessions of the organising company during the congress opening hours. These badges do not give the holder any exhibitor rights.*

*<sup>2</sup> Scientific Exhibitor badges for Non-Exhibitors will give the holder access to the scientific sessions of the ESC Congress. These badges do not give the holder access to an official congress bag and/or accreditation.*

#### **Speaker Service Centre (SSC)**

ESC Congresses offers computerised presentation facilities for all lectures. The use of the Speaker Service Centre is mandatory, free, and offers audio-visual assistance to all speakers.

The Speaker Service Centre will be open as follows:

<b>Date</b>	<b>Times</b>
Thursday 19 April 2018	15:00-18:00
Friday 20 April 2018	08:00-18:00
Saturday 21 April 2018	08:00-18:00
Sunday 22 April 2018	08:00-18:00

#### **Catering**

- Catering services can be organised with the ESC official caterer at the sponsor's cost. The Official Caterer of the FCVB 2018 is Austria Centre Viena.
- Companies will have the right to serve alcoholic beverages during the receptions organised at the following dates and times only:

<b>Date</b>	<b>Times</b>
Friday 20 April 2018	from 18:30
Saturday 21 April 2018	from 17:30

Sunday 22 April 2018 from 17:30

#### **Extra services**

The costs for any extra orders (i.e. catering service, extra audio-visual equipment, extra furniture, extra decoration, extra hostesses, etc) are not included in the session price. To order extra equipment we suggest you contact the official suppliers whose details will be communicated in due time.

These details will be available on [www.esccexhibition.org/FCVB2018](http://www.esccexhibition.org/FCVB2018)

#### Promotional regulations

Please refer to ESC Guidelines for Industry @ Congresses for further information.

#### **Invitations**

- Invitations should not be distributed anywhere else in the building other than on the booth, in front of regular lecture rooms and on the “Display tables”.
- Invitations should not exceed the maximum size A4 (21 X 29.7cm).

#### **Roll-ups**

Technical specifications: maximum height of 2.5m and maximum width of 1m, no electrical connections, no lights, and no sound

- Satellite Symposia: 2 roll –ups may be displayed in front of regular lecture rooms 1 hour before the sessions start.
- It is forbidden to place roll-ups anywhere else in the building other than on the booth.

**Industry Sponsored Session promotional materials must be approved by the ESC before 2 April 2018.**

#### **Items for distribution**

Industry Sponsored Sessions organisers can distribute approved items to delegates participating in their sessions.

Each session organiser should declare all items for distribution at their sessions in advance with a description/picture and unit price using the e-form sent by the ESC Industry Team.

## **3. Sponsorship**

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#### **3.1 KEY DATES**

<b>Until 30 November 2017</b>	Cancellation fee: 10% of total amount due
<b>From 1 December 2017 to 31 January 2018</b>	Cancellation fee: 50% of total amount due
<b>From 1 February 2018</b>	Cancellation fee: 100% of total amount due
<b>2 February 2018</b>	Deadline to send visuals for eBlasts emailing date 27 February 2018
<b>5 March 2018</b>	Deadline to send visuals for eBlasts post-congress emailing date 27 March 2018
<b>12 March 2018</b>	Deadline to submit logo for Delegate Badge Lace Deadline to submit first content for Mobile App
<b>2 April 2018</b>	Deadline to submit your flyer Deadline to submit your weblink advert (Industry Sponsored Session)
<b>20 – 22 April 2018</b>	FCVB 2018

### 3.2 ASSIGNMENT OF SPONSORSHIP ITEMS

Please refer to the ESC Guidelines for Industry @ Congresses for further information.

### 3.3 PRODUCT ADVERTISING

Unless specifically noted in § 3.5 Product Descriptions and Technical Specifications, the use of product names/brand names, misleading names that might be perceived as product/brand names and registered trademarks are not permitted for sponsorship products.

In the event where product prescription information is specifically required by local healthcare authorities, the ESC will align with local regulations.

#### **IMPORTANT**

For given Sponsorship products ESC permits product advertising. Local regulatory approval is incumbent on the company selecting the product. The ESC acts in good faith and is not liable for refund of contracted services in the case of regulatory or legislative bodies refusing the content of same.



### 3.4 PRODUCT DESCRIPTIONS AND TECHNICAL SPECIFICATIONS

For further information, please refer to the Industry Prospectus, the ESC Guidelines for Industry @ Congresses and to the latest logistics information posted on [www.escehhibition.org/FCVB2018](http://www.escehhibition.org/FCVB2018)

#### Delegate Badge Lace

##### **Exclusive sponsorship**

The popular and highly visible Badge Lace contains your logo. Worn by all delegates throughout the event, this product offers significant exposure. There will be around 800 badge laces produced.

High resolution corporate logo for the Delegate Badge Laces in .pdf .ai and .eps formats (1 white file and 1 colour file)

#### Mobile App

##### **ESC permits product advertising - in sponsor button only**

Previous years have demonstrated the success of the App with about 793 downloads (645 participants). The App offers the exclusive sponsor a dedicated sponsor button where they can promote their own congress activities. Co-promotion of the App is offered to the sponsor as well as sponsor acknowledgement on the opening page. Furthermore, delegates without the necessary equipment will be able to consult the Mobile App helpdesk. Sponsors activities are highlighted within the App.

The colours to be used are the ones from the ESC Branding Guidelines:

- ESC Red: Pantone 187 - CMYK 7/100/82/26 - RGB 174/16/34 – Hex AE1022 – RAL 3002
- White: Pantone White - CMYK 0/0/0/0 - RGB 255/255/255 – Hex FFFFFFFF – RAL 9003
- Black: Pantone Black - CMYK 0/0/0/100 - RGB 0/0/0 – Hex 000000 – RAL 9005
- Dark Grey: Pantone Cool Grey 8 - 0/0/0/60 - RGB 135/135/135 – Hex 878787 – RAL 7042
- Light Grey: Pantone Cool Grey 3 - 0/0/0/25 - RGB 208/208/208 – Hex D0D0D0 – RAL 7047

For event tiles, the colours used will be the ones defined in the Association/congress guidelines:

- Colours (up to 2 – main colours) will only be used for paragraph titles and clickable links
- The top banner colour (home screen) is the primary colour of the congress/association
- Association button colour will be the primary colour of the association

For each event, the welcome screen is based on the congress poster. The sponsor's name is added (if applicable) with the mention "Mobile App supported by". **The sponsor logo and Association/ESC logo have to be in separate locations, and sponsor's logo has to be smaller than Association/ESC logo.**

Depending on the version of the mobile app (Advance Programme or Final Programme), the content is different (if applicable)

Available to delegates end of March 2018.

- Send logo and visual for sponsor button; size: 200 x 200 pixels to be sent in .png. On the Mobile app sponsor's button the logo of the sponsor appears with the title "Mobile App Sponsor". The logo will be displayed with the same colour as for every other homepage buttons.
- Supply the following information for each sub-sections:
  - *About* [Mobile App Sponsor's name]
  - *Contact* [Mobile App Sponsor's name]
  - supply up to 4 pictures (each image must be in PNG or JPEG - whichever gives the best quality at small filesize - with a resolution of 1200w x 600h pixels)

Updates are allowed for the following sub-sections are:

- [Mobile App Sponsor's name] *Stand* (on the congress map, automatically displayed via web service),
- [Mobile App Sponsor's name] *Activities* (provided by Mobile App Sponsor),
- [Mobile App Sponsor's name] *Sessions* (automatically displayed via web service),
- [Mobile App Sponsor's name] *Company Description* (provided by Mobile App Sponsor),
- *About* [Mobile App Sponsor's name] (provided by Mobile App Sponsor),
- *Contact* [Mobile App Sponsor's name] (provided by Mobile App Sponsor)

## **Weblink**

### **No product advertising permitted**

Create an invitation in pdf or jpg format to invite delegates to your Industry Sponsored Sessions from the FCVB 2018 Scientific Programme & Planner (SP&P). This invitation will communicate your congress message to delegates online. No link permitted.

PDF or JPG PAGE:

- Size: screen quality, 600Kb max weight
- No crops
- Open size: ideally 100%
- Images: may be included

## **eBlast – Pre-Congress**

**ESC permits product advertising for exhibition advert only**

Reach out to FCVB 2018 pre-registered delegates prior the congress via an electronic invitation to your exhibition space, or Industry Sponsored Sessions. The eBlast is an ideal way to highlight your congress activities and your association with FCVB 2018.

A customised mailing created exclusively will be mailed to pre-registered delegates from our database who have agreed to receive communications from the ESC (according to European data protection regulations) on 13 April 2018.

Due to the limited number of electronic invitations, be sure to reserve early.

In order to offer a prime position to each advert, 10 different versions of the eBlast mailings will be produced and a randomised version of each sent to the mailing list of pre-registered delegates.

Delegates will be able to open an enlarged pdf version of each of the sponsor's adverts by clicking on the advert visual or the session title.

Hyperlinks permitted only to a standalone webpage. The focus of this page should be the activity mentioned in the advert.

eBlast sponsors must provide:

- 1 advert visual for mailing content - size: 185px x 92px - weight: 50 ko max (recommendation: include your logo)
- 1 Pdf format advert – weight: 1MB max

#### **eBlast – Post-Congress**

##### ***ESC permits product advertising for exhibition advert only***

Reach out to FCVB 2018 registered delegates and our healthcare professional database after the congress via an electronic message regarding your products or your Industry Sponsored Sessions.

The post-congress eBlast is an ideal way to highlight your congress activities and your association with the congress.

A customised mailing created exclusively will be mailed to the healthcare professionals from our database who have agreed to receive communications from the ESC (according to European data protection regulations) on 9 May 2018. Due to the limited number of electronic invitations, be sure to reserve early.

In order to offer a prime position to each advert, 10 different versions of the eBlast mailing will be produced and a randomised version of each sent to the mailing list of pre-registered delegates.

Hyperlinks permitted only to a standalone webpage. The focus of this page must be the activity mentioned in the advert.

Delegates will be able to open an enlarged pdf version of each of the sponsor's adverts by clicking on the advert visual or the session title.

- 1 advert visual for mailing content - size: 185px x 92 px - weight: 50 ko max (recommendation: include your logo)
- 1 Pdf format advert – weight: 1MB max

#### **Programme at a Glance Advertisements**

### **ESC permits product advertising - Multi-sponsorship**

Place your message on this popular quick guide to the scientific sessions. The FCVB 2018 Programme at a Glance is a practical pocket guide to the congress providing delegates with a quick day-to-day view of the programme. The Programme at a Glance is designed in a practical pocket format and placed in the official congress badge holder distributed to each delegate onsite.

Deadline for inside page, back cover and inside front cover

Artwork Size:

- Back cover: A6 - Portrait format - 148mm high x 105mm wide with bleed and crop marks
- Inside front cover and Inside page: A6 - Landscape format - 148mm wide x 105mm high with bleed and crop marks
- Crop marks need to be at least 3mm outside this size.
- Bleeds need to be at least 107 x 152mm

It is important to keep the text/images well within this size.

## **4. Partner Services**

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### **4.1 KEY DATES**

<b>31 October 2017</b>	Rooms at FCVB application deadline
<b>20 – 22 April 2018</b>	FCVB 2018

### **4.2 ROOMS AT FCVB**

Please refer to the ESC Guidelines for Industry @ Congresses for further information.

## Embargo regulations

Industry meetings open to FCVB 2018 delegates are strictly forbidden outside the official FCVB 2018 offer (Industry Sponsored Sessions and Rooms at FCVB) from Friday 20 April to Sunday 22 April 2018.

## Meeting Rooms

The ESC allows companies to host a limited number of guests and organise small and informal meetings (up to approximately 20 pax) in a range of rooms available within the congress centre.

Unless agreed otherwise, Meeting Rooms are rented for 2.5 days, from Friday 20 April to Sunday 22 April 2018.

### IMPORTANT

No press conference, Hands-on training of products/therapies, showcasing of products/therapies, or announcement of scientific results may take place in the Meeting Rooms. Non respect of this rule will be considered a violation of these Guidelines and will cause the penalty of removal of half of the company's accrued points accumulated for the congress.

Rooms are located on level -2 in the congress centre and will include a standard set-up, basic electricity supply, air conditioning/heating and daily cleaning.

Companies are responsible for additional furniture, AV equipment and catering arrangements with the official congress venue suppliers within these rooms.

## Access schedule

### Thursday 19 April

08:00 – 18:00	Access for exhibitors - Room set-up and decoration allowed No access for delegates
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### Friday 20 April

08:00 – 18:00	Access for exhibitors
09:00 – 17:00	Access for delegates

### Saturday 21 April

08:00 – 18:00	Access for exhibitors
09:00 – 17:00	Access for delegates

### Sunday 22 April

08:00 – 14:00	Access for exhibitors
09:00 – 14:00	Access for delegates

## Closed Industry Meeting

The ESC allows companies to organise staff meetings, briefings, investigator or other type of closed meetings in and around the congress centre.

- Closed Industry Meetings within the congress centre will be held in fully furnished and AV equipped lecture rooms up to 200 seats (theatre style only – No alteration of the room set-up allowed).
- Rental period: the ESC deals with requests on an individual basis.  
Closed Industry Meetings are permitted within the congress centre from 08:00 to 19:00 from Friday 20 April to Sunday 22 April 2018.
- Depending on request, the ESC will confirm the time slot and room reserved for the meeting to the closed industry meetings organisers.
- Rental costs available on request.

Please refer to the Industry Prospectus and ESC Guidelines for Industry @ Congresses for further information.

### Business Suite

When suitable space is available, the ESC allows industries to reserve spaces or unused restaurants within the congress centre to organise industry Business Suites. In case of unavailability, the construction of outdoor lounges might be envisaged. The ESC deals with requests on an individual basis.

Rental costs: prices communicated at a later date depending on availability.

### Room set-up

- Meeting Rooms: rooms will include a standard set-up, a basic electricity supply, air conditioning/heating and daily cleaning.  
Additional Furniture, AV equipment and catering arrangements need to be ordered from the official congress venue suppliers and are billable as extras.
- Closed Industry Meetings: within the congress centre Closed Industry Meetings will be held in fully furnished and AV equipped lecture rooms up to 200 seats (theatre style only – no alteration of the room set-up allowed).
- Business Suites: the ESC deals with requests on an individual basis.

### Catering

- Catering services can be organised with the ESC official caterer at the sponsor's cost. The Official Caterer of the FCVB 2018 is Austria Centre Vienna.
- Companies will have the right to serve alcoholic beverages during the receptions organised at the following dates and times only:

Date	Times
Friday 20 April 2018	from 18:30
Saturday 21 April 2018	from 17:30
Sunday 22 April 2018	from 17:30

### Extra services

The costs for any extra orders (i.e. catering service, audio-visual equipment, furniture, extra decoration, hostesses, etc) are not included in the Rooms at FCVB rental price.

Extra services within Rooms at FCVB can be organised with the ESC official suppliers at the sponsor's cost.

## 4.3 GROUP REGISTRATION

Group Online services are available on [www.escardio.org](http://www.escardio.org) through your “My ESC” account.

### Deadline

8 February 2018	Early Fee Registration Deadline
15 March 2018	Late Fee Registration Deadline

Please refer to the ESC Guidelines for Industry @ Congresses for further information.

## 4.4 HOTEL SERVICES

Companies participating to FCVB 2018 may wish to make group hotel reservations for employees and invited guests.

For information and requests, please contact by email [fcvbhotels@escardio.org](mailto:fcvbhotels@escardio.org) or visit the hotel accommodation section on the FCVB 2018 web page [www.escardio.org/Congresses-&-Events/Frontiers-in-Cardiovascular-Biology/Travel,-hotel-and-city](http://www.escardio.org/Congresses-&-Events/Frontiers-in-Cardiovascular-Biology/Travel,-hotel-and-city)

# 5. Finance and Invoicing

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It is the ESC's policy that all invoices be paid by the date indicated on the invoice or before the opening of the congress on 20 April 2018, should this date fall first.

### Value added taxation

Austrian VAT rules will apply for, exhibitor badges, registration fees and hotel accommodation sales.



All other services are subject to French VAT according to general EU services directive and reverse charge procedure may apply. In this case the customer must auto reverse the VAT in their home country; companies registered in a country outside of the European Union are encouraged to seek advice on reclaiming VAT payment.

## 5.1 EXHIBITION

### Invoicing

- Exhibition space will be invoiced for the requested service following assignment of your stand.
- Payment for exhibition space must be made within the payment deadline (30 days from date of invoice) and latest by 20 April 2018.

### Cancellation policy

If the sponsor cancels its participation, cancellation fees will apply as of receipt of the signed order form as follows:

- 10% until 30 November 2017
- 50% from 1 December 2017 to 31 January 2018
- 100% from 1 February 2018

Cancellation fees will be charged despite unprocessed payments.

Requested stand size may be revised downwards by the client with no cancellation fees up until 29 November 2017, any down-sizing post this date will be subject to cancellation fees as outlined above.

### **Cancelling your exhibition space will mean:**

- Pay the non-exhibitor fee for your Industry Sponsored Sessions.
- Cancelling your Sponsorship items if no Industry Sponsored Sessions has been ordered
- Cancelling your Meeting Rooms, Industry Daily Room, Closed Industry Meeting and Business Suites if no Industry Sponsored Sessions has been ordered
- Loose your Exhibitor rights, which includes Exhibitor badge allocation (General Exhibitor and Scientific Exhibitor Badges).

## 5.2 INDUSTRY SPONSORED SESSIONS

### Invoicing

- Industry Sponsored Sessions will be invoiced for the requested service following confirmation of your time slot.
- Once these deadlines have passed, Industry Sponsored Sessions will be invoiced on submission of their application.
- Payment for Industry Sponsored Sessions must be made within the payment deadline (30 days from date of invoice) and latest by 20 April 2018.

### Cancellation policy

If the sponsor cancels its participation, cancellation fees will apply as of receipt of the signed order form as follows:

- 10% until 30 November 2017
- 50% from 1 December 2017 to 31 January 2018
- 100% from 1 February 2018

Cancellation fees will be charged despite unprocessed payments.

### **Cancelling your non-exhibitor Industry Sponsored Session will mean:**

- Cancelling your Meeting Rooms, Daily Meeting Room, Closed Industry Meeting and Business Suites if no Industry Sponsored Sessions has been ordered
- Loose your Industry Sponsored Session sponsor rights, which include Exhibitor badge allocation (General Exhibitor and Scientific Exhibitor Badges).

## 5.3 SPONSORSHIP

### Invoicing

- Sponsorship items will be invoiced for the requested service following signature of the appropriate order form.
- Payment for Sponsorship items must be made within the payment deadline (30 days from date of invoice) and latest by 20 April 2018.

### Cancellation policy

If the Industry cancels its participation, cancellation fees will apply as of receipt of the signed order form as follows:

- 10% until 30 November 2017
- 50% from 1 December 2017 to 31 January 2018
- 100% from 1 February 2018

Cancellation fees will be charged despite unprocessed payments.

### **IMPORTANT**

For given Sponsorship & Advertising products ESC permits product advertising. Local regulatory approval is incumbent on the company selecting the product. The ESC acts in good faith and is not liable for refund of contracted services in the case of regulatory or legislative bodies refusing the content of same.

## 5.4 ROOMS AT FCVB

### Invoicing

- Meeting Rooms, Daily Meeting Rooms, Closed Industry Meeting will be invoiced for the requested service following signature of the appropriate order form.
- Payment for Rooms at FCVB must be made within the payment deadline (30 days from date of invoice) and latest by 20 April 2018.

### Cancellation policy

If the Industry cancels its participation, cancellation fees will apply as of receipt of the signed order form as follows:

- 10% until 30 November 2017
  - 50% from 1 December 2017 to 31 January 2018
  - 100% from 1 February 2018
- Cancellation fees will be charged despite unprocessed payments.

## 5.5 FRUSTRATION AND ADMINISTRATIVE FEES

All invoices will be raised using the Invoicing Data provided by the company on the various application forms. Please ensure the information provided is correct for invoicing. Please provide a PO number when submitting an application form.

An administrative fee of €70 + VAT will be charged for any requested changes to an invoice once it has been issued.

### **IMPORTANT**

Given serious or unforeseen causes the ESC is entitled to postpone, to curtail the duration, to close the Congress completely or in part for any period, or to cancel the Congress.

In the event of complete or part postponement or curtailment, the order form is regarded as valid for a possible new date and new duration for the said congress and location only. If, for any reason, FCVB 2018 has to be cancelled, the ESC will refund to the Industry the sum paid to the ESC for contractual commitments less 10% expenses incurred in preparation of these contracts as administrative fees.