



SPONSORSHIP & EXHIBITION PROSPECTUS

June 2–5, 2025

Athens, Greece

REDUCING SEVERITY IN ANIMAL RESEARCH

As per December 2023



[felasa2025.eu](https://felasa2025.eu)

# Programme Highlights

HSBLAS and FELASA welcome you to Athens in 2025 for a FELASA congress on

## **THE DIRECTION OF REDUCING SEVERITY IN ANIMAL RESEARCH, THE FELASA 2025 MEETING WILL INCLUDE TOPICS SUCH AS:**

- Refinement of procedures by minimizing pain, distress, or harm in relation to surgical or other procedures and optimization of the housing and husbandry conditions to meet the physiological and behavioral needs of the animals.
- Use of alternatives that do not involve the use of animals whenever is possible
- Experimental design to minimize the number of animals needed while still obtaining meaningful results.
- Regular assessment of animal welfare with implementation of regular monitoring and assessment of animal welfare throughout the experiment.
- Training and education for researchers and laboratory staff in animal handling, care, and experimental techniques to minimize errors and stress on the animals.
- Open communication and collaboration between researchers, veterinarians, and animal care staff to address concerns and continuously improve practices.
- Sharing of best practices for successful strategies within the scientific community to promote the adoption of refined methods across research institutions.
- Ethical review and oversight to ensure that research involving animals undergoes thorough ethical review by regulatory bodies to evaluate the justification and humane treatment of animals in research.

## **AFTER WORK...**

- Immerse yourself in Greece's rich history and witness the iconic ancient architecture
- Connect with attendees and fellow industry representatives during the exciting social programme in the heart of Athens





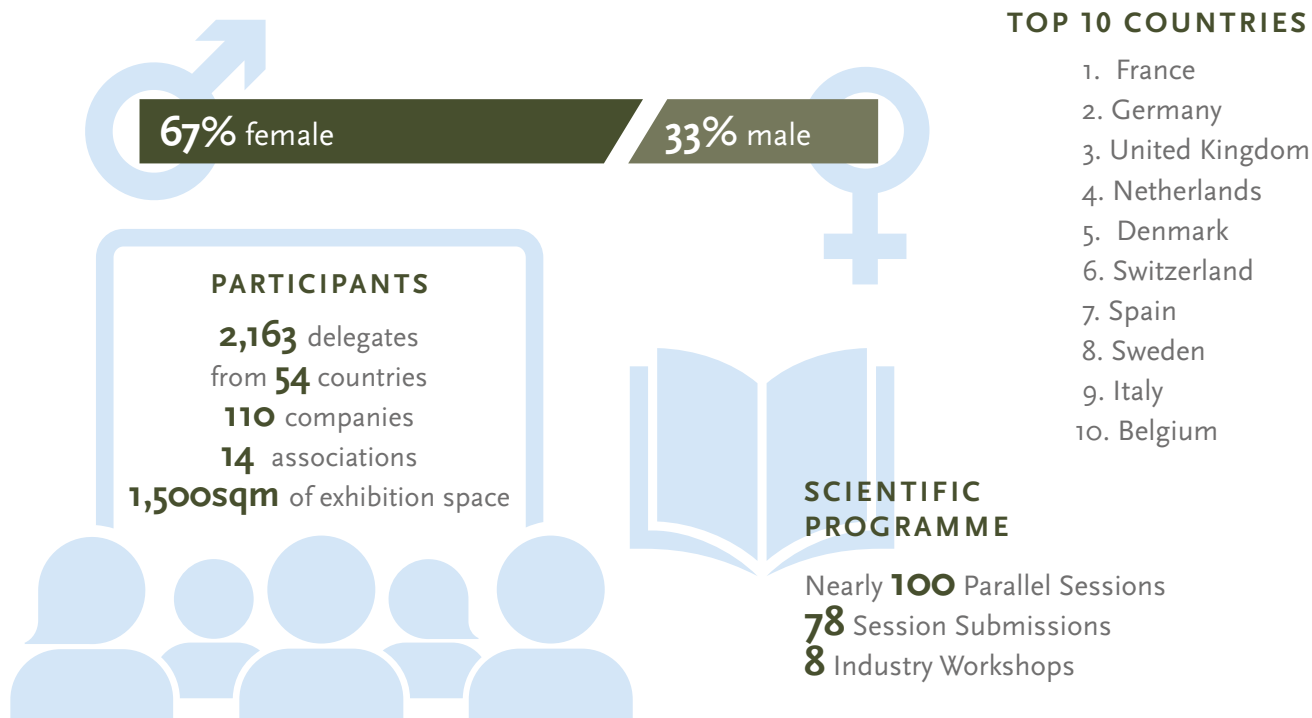
## About FELASA

FELASA, the Federation of European Laboratory Animal Science Associations, represents common interests in the furtherance of all aspects of laboratory animal science (LAS) in Europe and beyond. FELASA puts the 3Rs of Laboratory Animal Science „Replacement, Reduction and Refinement“ centre stage, and advocates responsible scientific conduct with animals in the life sciences with particular emphasis on ensuring animal welfare.

## FELASA 2025 - 16th FELASA Congress

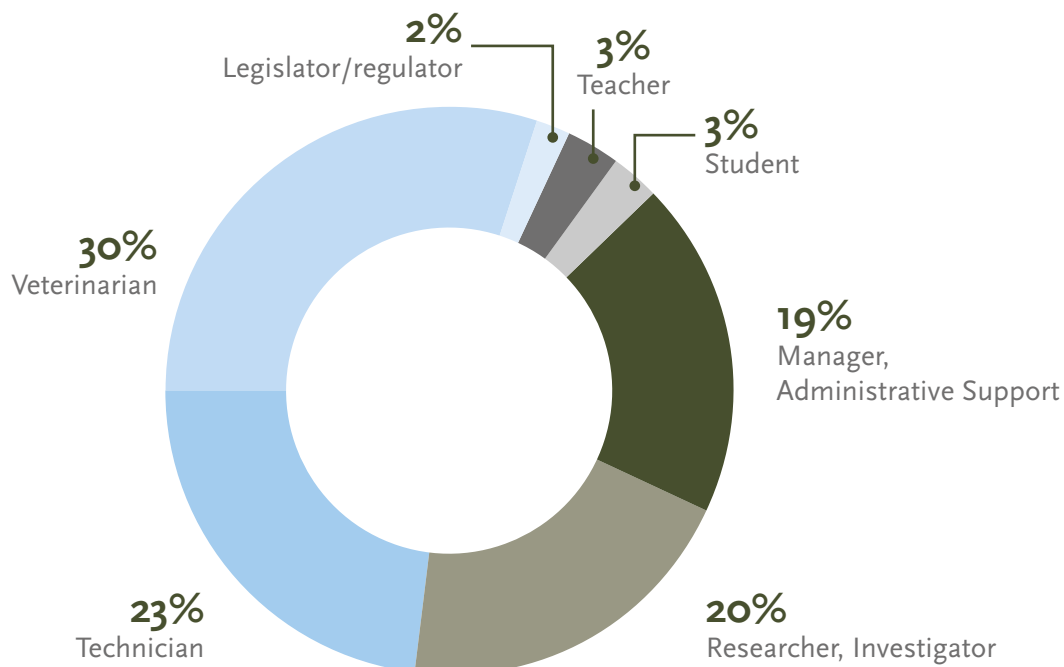
The FELASA congresses are some of the leading worldwide events on Laboratory Animal Science and a unique opportunity to reach out to some of the most proactive and influential professionals in the industry. The congress and exhibition, held every 3 years, attract not only committed and enthusiastic delegates from all over the world as well as those interested in new scientific and practical developments in their field, but also policy makers.

## What happened at FELASA 2022 in Marseille?

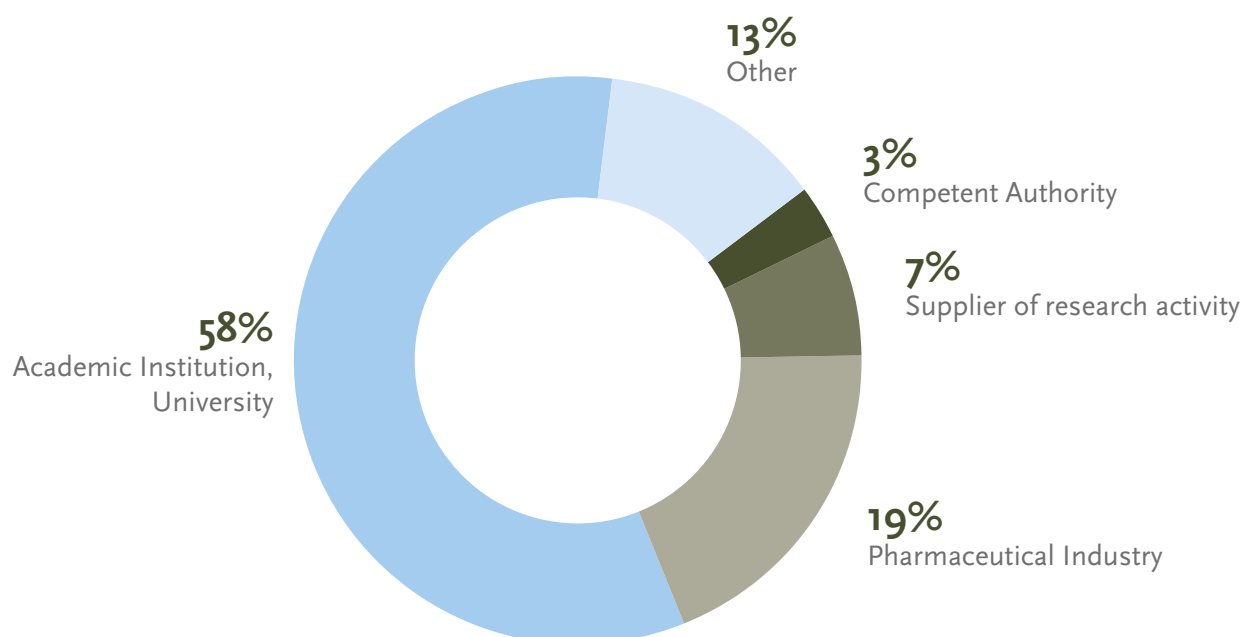


We are pleased to invite you to sponsor and/or exhibit at this congress. We have developed an attractive range of packages in order to provide sponsors optimal visibility and opportunities to meet and greet, and to discuss business opportunities with participants.

## Felasa 2022 - Delegate Position



## Felasa 2022 - Domain of Activity



# Why should you participate in FELASA 2025?

## THE KEY BENEFITS TO YOU

Create a positive and lasting impression in the market place

Network with key opinion leaders, lab animal experts, research scientists and pathologists from a wide variety of organizations

Build and develop relationships with purchasing influencers and senior decision makers – both current clients and new prospects

Reach more than 1,500 professionals from 54 countries in a cost-effective manner, with the visibility and awareness that you demand

### KEY BENEFITS

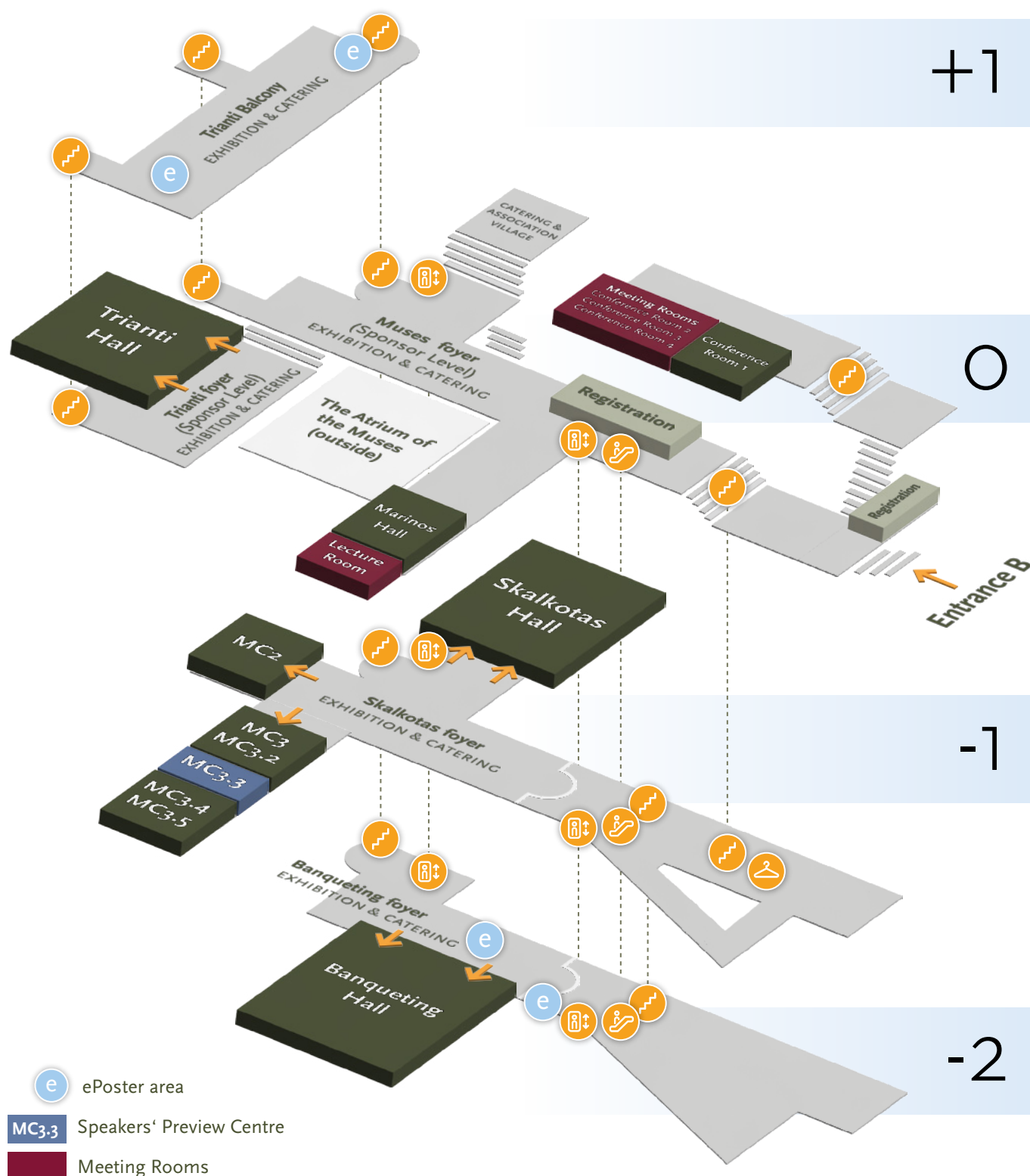
Educate qualified professionals about your products through scheduled presentations

A wide range of exhibition and sponsorship choices designed to suit every budget, offering you high value and flexibility

Exhibit the state of the art technology with your products and services to hundreds of delegates in an interactive environment

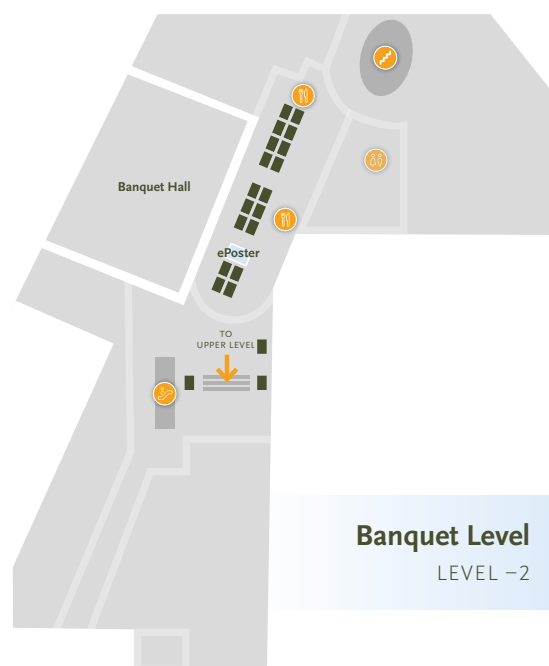
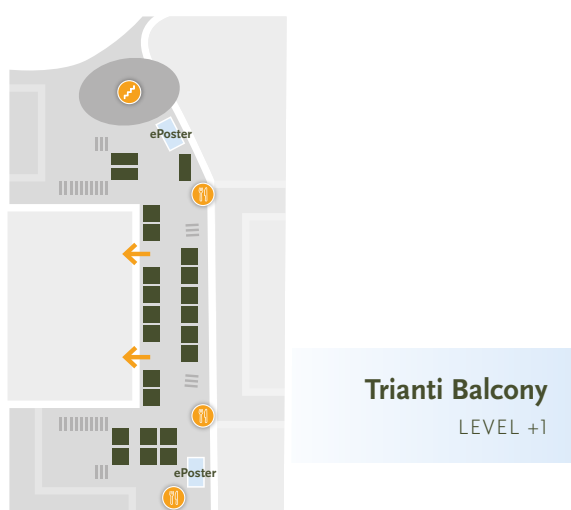
The ideal platform to launch new products and services in a high-profile venue, and connect with a highly engaged and loyal international audience

# Venue Concept



# Preliminary Exhibition Concept

Kindly note that these are the floor plans as of Summer 2024 and they will change as the booth allocation and the planning progresses.



# Sponsorship Package Benefits

Refer to the following pages for more detailed information and priority rights regarding space allocation.

Items	Gold Sponsor € 29.000	Silver Sponsor € 23.000	Bronze Sponsor € 17.000
Priority choice ground floor exhibition area ("sponsors' level")*	✓	✓	✓
Exhibition space <i>and</i> 2,2 kW power supply	16 sqm	12 sqm	9 sqm
Full delegate registrations <i>with access to scientific lectures</i>	5	4	3
Gala dinner tickets	3	2	1
Company workshop 1h	✓	—	—
Acknowledgement in all pre-congress and congress publications	✓	✓	✓
Company logo with a hyperlink on the congress website	✓	✓	✓
Enhanced company profile in the congress app	✓	✓	✓
Full page Advertisement in the digital final programme	1	1	—
Half Page Advertisement in the digital final programme	—	—	1
Full page Advertisement in the digital book of abstracts	1	1	—
Half Page Advertisement in the digital book of abstracts	—	—	1
Push notification in the congress app	1	1	1
Banner in the congress app	1	—	—
Acknowledgement at opening and closing ceremony	✓	—	—
Company logo displayed in the entrance hall	✓	✓	✓

\*the ground floor level is dedicated to companies supporting the congress with a sponsorship package.

**Booth spaces are subject to availability and will be allocated according to FELASA application procedures and guidelines as outlined below.**

## Application Procedure and Guidelines

- Higher sponsoring levels have priority in exhibition booth selection and workshop time slot selection
- Applications within the same sponsoring level will be ranked according to the following criteria (in order): total contribution (services booked as listed in this prospectus), date of application, payment of first deposit



# Exhibition

## EXHIBITION SPACE 6 SQM – € 3,800

The exhibition package fee includes:

- Exhibition floor space
- 2,2 kW power supply
- WiFi
- 2 Full delegate registrations with access to scientific sessions
- Coffee breaks & lunch
- Cleaning of public areas and gangways
- Acknowledgement on the FELASA 2025 website and final programme

The exhibition package fee does NOT include:

- partition walls
- Furniture
- Stand cleaning
- Anything that is not expressly listed under “The exhibition package fee includes”

These and more services can be ordered at an additional charge. Information will be available in the exhibitor manual.

**CONFIRM YOUR BOOKING AND PAY\* UNTIL 28 JUNE 2024 TO BENEFIT FROM A 10% REBATE!**

\*payment must be received by 28 June, otherwise the rebate is not applicable and the full exhibition package fee will be billed. The rebate does not apply to sponsorship items.



## ADDITIONAL SQM OF EXHIBITION SPACE – € 630

Includes 1 full delegate registration with access to scientific sessions for every additional 3sqm of exhibition space purchased

## ADDITIONAL EXHIBITOR REGISTRATION – € 370

Does not include access to scientific sessions  
Exhibitor registrations are non-transferable.  
Day tickets will be available

# Industry Session

## COMPANY WORKSHOP – € 6,000

- 30 minutes preparation time, one hour company workshop, which will be part of the congress programme
- Workshop allocation will be done according to sponsorship level, total contribution and payment receipt.
- Companies must accept financial responsibility for all aspects of their workshop (including registration costs of speakers)
- Content provided by company and to be approved by FELASA 2025 Scientific Committee

### The price includes:

- Room rental, standard AV equipment
- Promotion of the workshop on the congress webpage, final programme and congress app

## COMPANY SPONSORED WORKSHOP – € 3,000

- Sponsor of one of the workshops, which are part of the congress scientific programme
- Sponsor's logo on the congress webpage, final programme and congress app

## SPONSORING OF A “ORAL PRESENTATION IN 180 SECONDS” SESSION – € 5,250

- The top 3 presentations will receive a monetary prize – please find the details below.
- acknowledgement of company in the final programme with logo and at the beginning of the session

Company sponsored workshop	€ 3 000,00
1 <sup>st</sup> prize award	€ 1 000,00
2 <sup>nd</sup> prize award	€ 750,00
3 <sup>rd</sup> prize award	€ 500,00
<b>TOTAL SPONSORSHIP</b>	<b>€ 5 250,00</b>

# Congress Events

(if you are interested in exclusively sponsoring any of these events, please get in touch with us)

## WELCOME RECEPTION – € 5,500

Sponsor's logo displayed at welcome reception (organized on Monday)

- Sponsor's logo on the official website with a link to the sponsor's webpage
- Sponsor can place roll-up banners and other branded materials in the welcome reception area
- Sponsor's logo in the final programme
- Sponsor can distribute their own flags, napkins, etc. or place roll-up banners (to be approved by the organizer)

## GALA DINNER – € 10,000

- Sponsor's logo displayed on tickets and menu cards
- Sponsor can place roll-up banners at the gala dinner area
- Acknowledgement during the welcome speech

## COFFEE BREAK – € 3,500 / 1 DAY

- Sponsor's logo displayed on coffee break tables
- Sponsor can distribute their own flags, napkins, etc. or place roll-up banners (to be approved by the organizer)

## LUNCH – € 4,400 / 1 DAY

- Sponsor's logo displayed on tables
- Sponsor can distribute their own flags, napkins, etc. or place roll-up banners (to be approved by the organizer)

# Congress Materials

## BADGE LANYARDS – € 6,000

A lanyard with the sponsor's logo provided to each participant (if provided by sponsor, the price reduces to 50 %) to be approved by the organizer



## NOTEPADS – € 2,300

Sponsor's branded notepads will be provided to participants at registration, provided by the sponsor and to be approved by the organizer



## WATER BOTTLES – € 4,500

Water bottles will be offered to participants at registration, provided by the sponsor and to be approved by the organizer (specifications apply)

## PENS – € 2,300

Sponsor's branded pens will be offered to participants at registration, provided by the sponsor and to be approved by the organizer

## SUNHATS – € 4,100

The hats will be distributed to all delegates for the welcome reception on Monday.

Since delegates will wear this hat during the welcome reception, as well as the gala dinner, they will also appear on the official congress pictures and therefore offer you enhanced visibility on site and after the congress has finished.

Each hat shall have a banderole which will be branded with the FELASA logo, as well as the sponsor's logo. Must be provided by the sponsor and are to be approved by the organizer (specifications apply).

# Advertising Opportunities

## **ADVERT IN THE DIGITAL FINAL PROGRAMME – € 1,400**

The FELASA 2025 final programme will be available online on the congress website to view and to be downloaded as PDF (digital version only).  
Advert in full colour (exact format tbc.)

## **ADVERT IN THE DIGITAL BOOK OF ABSTRACTS – € 1,700**

The book of abstracts will be available online on the congress website to view and to be downloaded as PDF (digital version).  
Advertisements in full colour (exact format tbc.)

## **ADVERT IN THE POCKET PROGRAMME – € 2,200**

Each delegate receives a copy of the pocket programme upon registration.  
Half page advert printed in full colour (exact format tbc.)

## **20SEC. ADVERTISING VIDEO BEFORE EACH SESSION START**

Your 20 seconds advertising video will be played during each break in the session location:

- Main auditorium (1,500 pax) – € 5,500 per day
- 2<sup>nd</sup> biggest room (650 pax) – € 3,300 per day
- 3<sup>rd</sup> biggest room (380 pax) – € 2,200 per day

# Meet & Greet

## **HOSPITALITY SUITE – PRICE UPON REQUEST**

Private meeting room exclusively for the sponsor – valid for the whole duration of the congress, incl. basic equipment.

## **LET'S MEET ROOM – PRICE UPON REQUEST**

Private meeting room exclusively for the sponsor – valid for a limited time (e.g. 1 hour)



# Mailings to all Registered Participants

**LOGO IN A SPECIAL SPONSORS NEWSLETTER – € 1,100**

**ARTICLE IN A SPECIAL SPONSORS NEWSLETTER – € 4,400**

The special sponsor newsletter will be sent out 2 weeks prior to the congress to the FELASA database (registered participants and attendees of previous meetings). Use this unique opportunity to inform the community what they can expect from your company during the congress. Content: 500 character + picture + link  
*Expected number of recipients: >2.600 contacts*

**BANNER IN THE ONLINE DELEGATE REGISTRATION APPLICATION – € 4,900 – EXCLUSIVE!**

Gain visibility and be present from the opening of the online registration in autumn 2024 until the start of the congress with a banner including a hyperlink to your company's website on the "Thank You page" of the online delegate registration application. All delegates registering for the congress will be directed to the page upon completion of the registration process. The "Thank You" page opens automatically. Furthermore, the banner will be incorporated in the automatic confirmation email sent out to all delegates after completion of the registration process.

**BANNER IN THE FINAL INFORMATION MAILING – € 5,500 – EXCLUSIVE!**

Promote your company's onsite activities or spread your company's message to all registered delegates of FELASA 2025 in the final mailing prior to the congress – the main source of information for every delegate, which includes the QR code to print their badge onsite. Your company banner including a hyperlink will be displayed in the mailing sent out a few days before the start of FELASA 2025.

**INCLUDE YOUR BANNER IN THE FEED-BACK SURVEY – € 3,300 EXCLUSIVE!**

Add your banner to the FELASA 2025 feedback survey, which will be sent to all attendees after the congress.

As a sponsor, you can place a banner at the end of the mailing. The banner can be linked to your company website.

**SOCIAL MEDIA POST – 1 POST € 1.500 / 3 POSTS € 2.900,–\***

FELASA is very active on LinkedIn with 1.618 followers as of December 2023, and we would be happy to share our platform for you to reach our delegates on this medium also.

Posts will be published on LinkedIn and we also give you the option to increase your presence by sharing 3 posts over a specific period (e.g. once every two weeks) to increase visibility and impact.

\*prices subject to change in case of significant increase in followerships

**ENHANCED PRESENCE ON THE FELASA CONGRESS WEBSITE – € 550.–**

All exhibitors will be listed on the meeting website. Enhance this entry to also feature your company logo with a hyperlink to a 100-word company description and a link to your company website.

**FOR ANY BOOKINGS, THE FELASA 2025 SPONSORSHIP & EXHIBITION – PARTICIPATION TERMS & CONDITIONS APPLY.**



# Onsite Branding Opportunities

ENHANCE YOUR CORPORATE VISIBILITY DURING THE CONGRESS

## SITTING CUBES

**20 CUBES – € 1,900\***

**100 CUBES – € 8,500 – EXCLUSIVE!**

Placed in the exhibition hall, ePoster area, entrance hall. Top and 2 sides reserved for FELASA, 2 sides branded by the sponsor – design to be approved by the organizer

*\*limited to max. 5 sponsors*

## CHARGE BOXES

**1 CHARGE BOX – € 3,400**

**4 CHARGE BOXES – € 11,800**

Charge Boxes allow delegates to charge their mobile phone during congress times. The boxes will be placed in prominent congress areas, and all sides can be designed by the sponsor with their company's advertisements increasing your visibility at the congress. Additionally, a note to the sponsor will be made in all publications regarding the charge boxes.

## STAFF POLO SHIRTS – € 4,000 – EXCLUSIVE!

All hostesses/stewards will wear FELASA branded polo shirts during the meeting. Your logo will be printed on a shoulder sleeve of the polo shirt.

## ESCALATOR BRANDING – € 7,600

**Trianti level to Skalkotas level – € 7,600**

**Skalkotas level to banqueting level – € 6,200**

The branding consists of 2 prints on the inner sides of the escalator.



## WHEEL OF FORTUNE – € 550 PER BRANDED SEGMENT (1 SEGMENT = 1 WIN); LIMITED TO 2 SEGMENTS PER COMPANY

Companies can sponsor a segment of the Wheel of Fortune, where participants spin to win exciting prizes.

- Sponsors are required to provide 100 promotional items, such as water bottles, coffee mugs, or other company give-aways.
- Winners will receive vouchers to claim their prizes at the sponsor's booth.
- The wheel will be available during min. one coffee break per day, offering sponsors a fun way to engage with delegates. Its position will change daily and include the floors -2, -1 and +1.



## SOCIAL WALL POSTING – € 1,500 PER POSTING

The social wall encourages delegates to share and post congress impressions on their personal social media channels using the official FELASA congress hashtags. Posts will be shown on a LED wall in a prominent area of the congress venue.

Your content can feature a **short text**, **1 image** and **1 hyperlink**, along with our relevant congress hashtags. Your content will rotate continuously every 10-15 posts, ensuring consistent visibility in a prominent location.

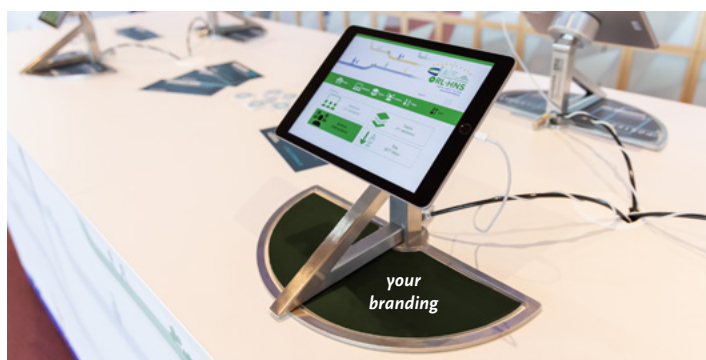
*Note: any other non-purchased commercial content will be deleted by the administrator of the social wall.*



## BRANDING OF ePOSTER AREA – € 3,000

*Personalise the ePoster areas with your company's logo.*

The areas will be equipped with big standing terminals as shown below, as well as 10 smaller ePoster stations which attendees can browse individually throughout the whole congress. All stations will be used during several coffee breaks for ePoster sessions; therefore, this is a prominent way to increase your brand awareness.



# Virtual Platform

The virtual platform will be accessible for all registered delegates of FELASA 2025. They can follow the live stream from the plenary hall or watch selected on-demand content.

NEW

## ADVERTISEMENT ON THE SCIENTIFIC PROGRAMME TIMELINE – € 2,200 PER DAY

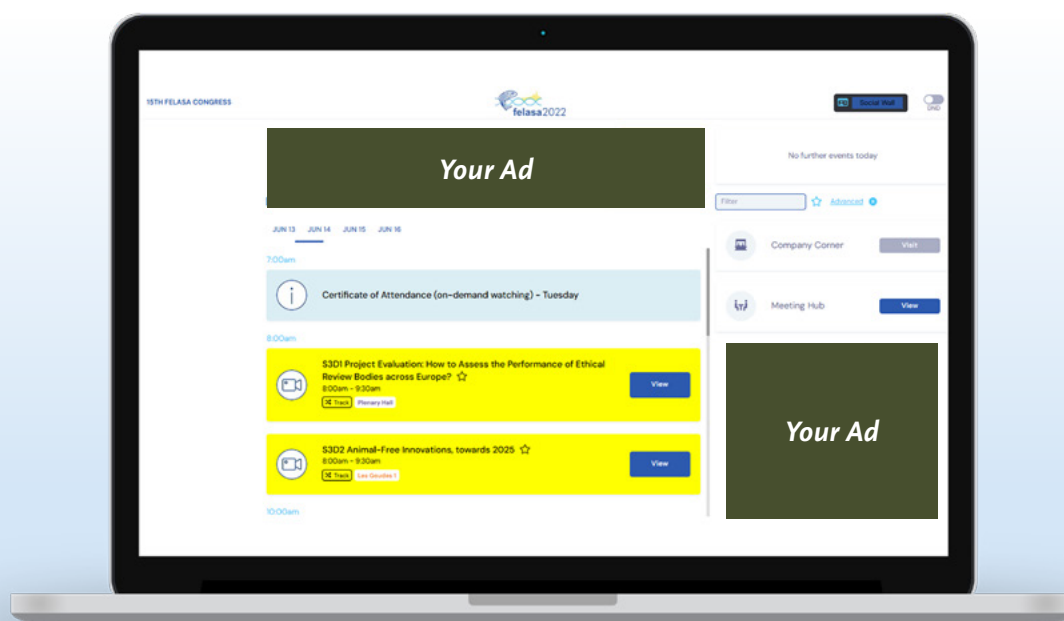
Promote your company's activities or spread your company's message with an advertisement in a prominent spot right next to the Scientific Programme Timeline

NEW

## SLIDER ON THE VIRTUAL CONGRESS PLATFORM – € 3,200 PER DAY

Your company banner will be displayed in a loop on the main page of the FELAA 2025 congress platform.

- Banner provided by your company
- Possibility to link to your company website
- Limited to max. 5 sponsors

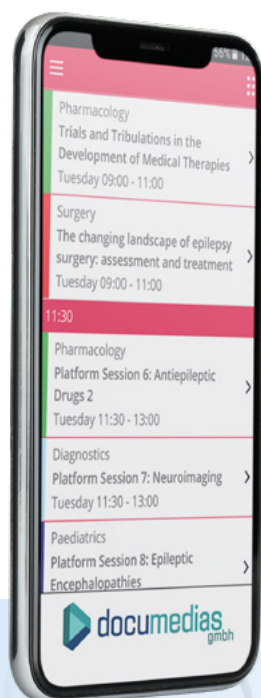
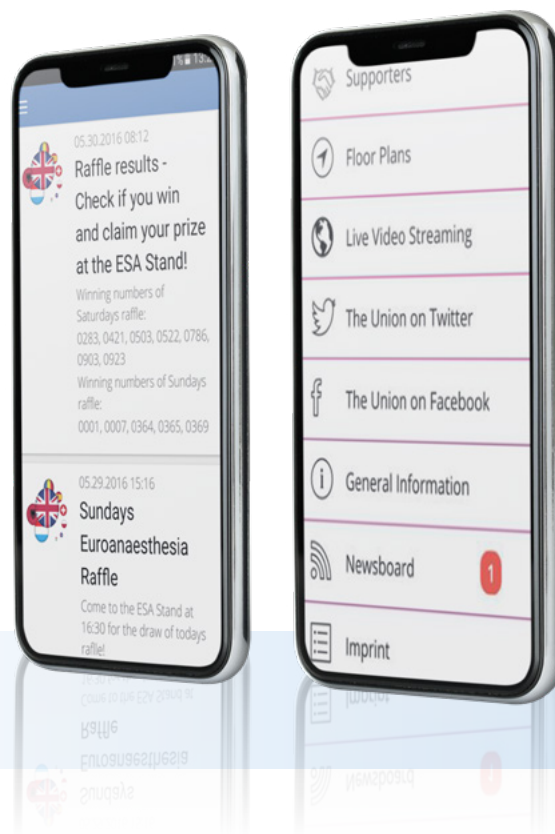


# Congress App

## MESSAGES OR PUSH NOTIFICATIONS – € 2,200 PER ITEM

Inform your delegates about important news they need to know. The app indicates new messages using a red bubble in the Newsboard menu. The app supports two different kinds of messages:

- **Push notifications** with a maximum length of 200 characters - rich text and formatting are not supported. A push notification is sent to the device's operating system (Android and iOS) and will appear even if the app is currently not in use. The app saves a copy of the push notification in the app's Newsboard.
- **Long messages** can be of unlimited length. The text can be formatted and include images, hyperlinks and links to videos. Long messages are not sent to the operating system, they appear in the app's newsboard menu only.



## APP BANNER – € 2,300

A banner can be shown at the top or at the bottom (see image) of selected pages of the app. Please note that ad banners reduce the useable size of the app.

Additional options for banners are:

- Single banner or rotating banners (i.e. change every 5 seconds)
- Banners can have an optional target (link to a website or a session or an exhibitor profile in the app)

**File format:** a single graphic file in PNG format, 1667 x 292 pixels, the background should be a single-color or transparent





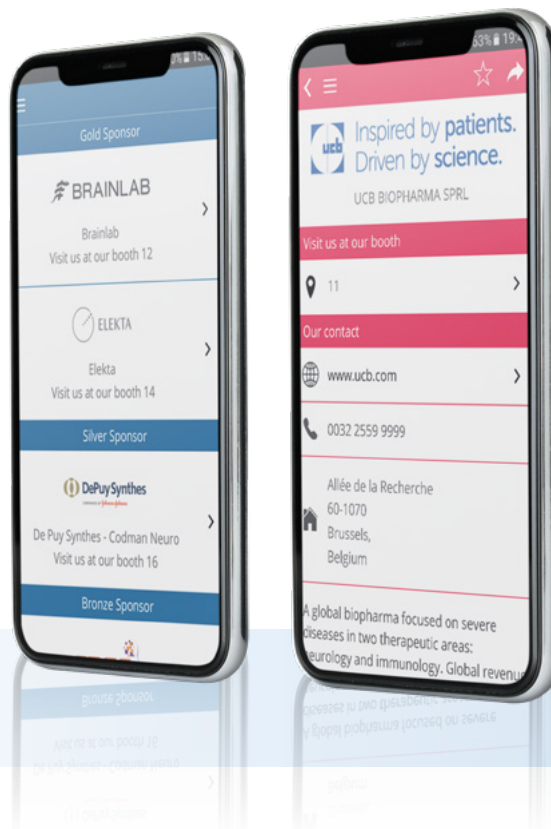
### FULL SCREEN AD – € 5,500

The full screen ad is shown each day at the first opening of the app, it will be displayed for 5 seconds and then closed for participants to access the app functions. Ads can have an optional target (link to a website or a session or an exhibitor profile in the app)

**File format:** a single graphic file in PNG format, 2732 x 2732 pixels

### ENHANCED SPONSOR AND EXHIBITOR PROFILE – € 700

All Sponsors and Exhibitors will be listed with their company name in the Congress App and the Virtual Platform. Gain extra visibility and add information such as your company logo, a link to your website, company address, contact information and company description. Upgrade your company profile with additional promotional videos and PDF documents.





# General Information

## APPLICATION PROCEDURE AND GUIDELINES

**The exhibition & sponsorship application will start on Tuesday, 06 February, 2024 at 14:00 CET.**

Application must be submitted and will only be accepted via the online application. Submission of an application does not guarantee sponsorship item availability nor exhibition space, size or location. By submitting the online application, companies agree to the terms and conditions, payment conditions and cancellation policy and fee outlined in this prospectus, the booking is legally binding upon submission. The prices are listed without VAT, taxes and applicable legal fees.

First sponsorship and exhibition application deadline: **Friday, 28 June 2024.**

Allocation of sponsorship items will start after the first deadline and will be based on total contribution (of booked services as listed in this industry prospectus), date of application and payment of the first deposit. After Friday, 28 June 2024, all sponsors/exhibitors' requests will be treated on a "first come, first served" basis and will be considered upon availability. It is understood that sponsors and exhibitors must not schedule events which collide with the official congress programme. Any signed agreement shall remain in full force and effect in case of merger or acquisition of the contracting company.

## BOOTH ALLOCATION & BOOKING

### Step 1: Create your Company Profile

You will receive a link to create your company profile in January 2024.

Creating a company profile is essential to be able to choose & book your booth and for any further step to your attendance at the congress. The process described in step 1 applies to both exhibiting companies and sponsoring companies.

### Step 2: Choose your booth space and pick your sponsoring items

Starting in February 2024, each exhibiting com-

pany will receive a personalized link via their company profile to select and book their preferred booth location on the floor plan. Companies which did not create a profile will not be able to choose their booth location.

Step 2 does not apply to sponsors (Gold, Silver, Bronze Package Sponsor), who will be treated and contacted on an individual basis to choose their booth location in the "sponsors' level".

Please note that the final booth location can only be confirmed after the reception of the full payment; in the meantime the booking is considered a preliminary reservation.

FELASA reserves the right to relocate or reassign booths at any time for the overall benefit of the congress.

## PAYMENT CONDITIONS

All payments must be made in Euros (€). Construction of the stand at FELASA 2025 will only be permitted if complete payment is received by Mondial Congress & Events within due time.

**The final balance is due by Friday, 21 February 2025.** If payment is not received by the deadline, the organizer reserves the right to relocate the exhibitor's chosen booth space.

## CANCELLATION POLICY & FEES

Cancellations or changes on exhibition and any sponsorship booking must be made in writing to Mondial Congress & Events.

Downsizing the booth or change on sponsorship booking without penalties is only possible until Friday, 28 June 2024. After the deadline, cancellation fees below will apply. Downsizing your booth space or cancellation of your sponsorship package may result in a change of your location on the floor plan.

If booking is cancelled until Tuesday, 21 January 2025, 50% of total cost will be retained.

If booking is cancelled later than Tuesday, 21 January 2025, 100% of total costs will be retained.

# Participation Terms & Conditions

FOR SPONSORSHIP & EXHIBITION | FELASA 02.-05.06.2025

**1. Application for exhibition/sponsorship:** in order to be considered for exhibition/sponsorship, the online application form must be completed and validated by a legally competent representative. For later sponsorship application (after the first booking), the application form must be completed and signed by a legally competent representative. However, completing and sending the application form for exhibition/sponsorship to the congress organiser does not constitute a formal agreement that the exhibitor/sponsor will be admitted to participate. Contractual conditions are constituted only after the congress organiser has sent written confirmation of acceptance to the exhibitor/sponsor. In case of acceptance, exhibitor/sponsor will be bound by the terms and conditions listed in the industry dossier and in the application forms for exhibition and sponsorship. The congress organiser reserves the right to refuse any application to exhibit/sponsor without giving cause. Exhibition space and sponsorship items are allotted according to the terms and conditions as listed in the industry dossier. Stand spaces cannot, fully or partly, be assigned or sublet by the exhibitor without the organiser approval. Any company which disobeys the directives of the congress organiser may be excluded with immediate effect by the congress organiser. Such companies are liable for the whole rental sum, for the registration fees and for all incidental expenses including the legal value added tax. All agreements shall remain in full force and effect in case of merger or acquisition of the contracting company. All oral agreements, special permissions and special arrangements are valid only upon receipt of written confirmation.

**2. Obligations and rights of the sponsor/exhibitor:** the booths may only be used for exhibiting and advertising the exhibitor's own products, materials or services as described in the application form, but not for the sale of any products. Advertising materials may be distributed only within the confines of the booth. Any kind of promotion outside the respective exhibition space is forbidden (such as working acts, distributing flyers, surveys among participants etc.). The partial or complete subleasing or otherwise relinquishing of a booth to a third party, as well as private agreements for switching booths or floor space between two exhibitors is prohibited. The congress organiser reserves the right to enter any booth at any time. Booths need to be occupied during exhibition hours. The exhibition rooms are to be used only during regular opening hours. Prior written permission from the congress organiser is obligatory for the presentation of advertising lectures, advertising films, slide projections, for the distribution of samples, beverages or food. It is strictly forbidden for companies which are not exhibitors/sponsors to advertise in any way in the exhibition hall or in the entrances to the exhibition hall. It is the sponsors' and exhibitors' responsibility to comply with the local authority's regulations, EFPIA (European Federation of Pharmaceuticals Industries & Associations) [www.efpia.org](http://www.efpia.org) and IFMPA (International Federation of Pharmaceutical Manufacturers & Associations) [www.ifpma.org](http://www.ifpma.org) Code of Practice on the Promotion of Medicines, and Medtech Europe Code of Ethical Business practice, disregard can lead to exclusion at the congress. All exhibition stand designs must be officially approved and plans need to be submitted to the congress organiser.

**3. Official black-out time** Companies are not permitted to organize unofficial sponsor sessions or any corporate organized event during the period extending from 2 days before the official start, the entire duration until and including the final day of the congress, unless approved by the organiser.

**4. Obligations and rights of congress organiser:** The congress organiser reserves the right to revise the time and location of the exhibition, to shorten the duration of the exhibition and to cancel the exhibition altogether. Any change regarding the exhibition's time and duration neither entitles the exhibitor to cancel the contract nor to request a fee reduction or to put forward a claim to damages incurred by these changes.

By registering to attend the congress, you grant permission to the organiser to use photos/films - taken onsite during the meeting - in public relations and promotional pieces, written publications, videos and on the society's website for an indefinite period of time. If you do not want to have any photos/films taken of you published, you may contact the congress organiser at any time.

**5. Cancellation by congress organiser – force majeure:** in case of force majeure, the congress organiser has the right to alter or cancel the congress without prior notice, however a notice of the occurrence shall be given by the congress organiser as soon as reasonably possible. Force majeure shall mean any circumstance beyond the reasonable control of the congress organiser which prevents or impedes the holding of the congress, including, but not limited to, government action, war or hostilities, riot or civil commotion, plague or other epidemic, earthquake, flood, hurricane, cyclone, fire or other natural physical disaster, explosion, accident or breakdown, strike, lack of the usual means of transportation or terrorism or due to events which are not attributable to wrongful intent or gross negligence of the congress organiser. The congress organiser shall not be liable for any direct or indirect, incidental or consequential damages, losses, expenditures or any other inconveniences or costs caused by such modification or cancellation of the congress. The congress organiser shall, in its sole discretion, determine the amount of the exhibition fees or sponsorship fees to be refunded, if any.

**6. Liability insurance:** the organiser provides general guard service and third party insurance at the congress site. Equipment and all related display materials installed by exhibitors are not insured by the organiser, and they will under no circumstances be liable for any loss, damage or destruction caused to equipment, goods or property belonging to exhibitors/sponsors. The exhibitor agrees to be responsible for his property and person and for the property and persons of his employees and agents and for any third party who may visit his space through full and comprehensive insurance, and shall hold harmless the organiser for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy.

**7. Set-up of booths:** to ensure a smooth course of events, exhibitors must obey all directives and instructions of the congress organiser regarding the use of booths, their decoration, the use of self-designed and self-constructed booths, and the fitting and furnishings of the booths.

Before setting-up their booths/displays/installations, exhibitors must first contact the congress organiser and reconfirm placement of the booth as well as inform themselves of any special regulations relating to their booth. For any variation from this norm, specific permission must be obtained in advance from the congress organiser. Written permission also needs to be obtained for any changes in the size or structure of the floor space, or for any changes to the rented objects. Booths must be set-up and completed during the timeframe designated. An exhibitor or advertising company contracted by the exhibitor who wishes to set-up a booth or exhibit of their own design and construction must first submit sketches and plans with a statement of colour schemes of such a booth or, if any, exhibit to the congress organiser. The congress organiser reserves the right to demand changes in such booths or exhibits should safety regulations, technical requirements, or the responsibility of preserving or obtaining the best possible overall image for the exhibition, as judged by the congress organiser, so require. The side and back walls of all stands should be finished on the outside as well as the inside from top to bottom. Exhibitors must avoid obstructing the view of or access to neighbouring booths. Special care must be taken to avoid the use of lights or spotlights that may annoy visitors or neighbouring booths. Should an exhibitor not follow the directives of the congress organiser or not carry out such directives punctually, the congress organiser reserves the right to take the necessary steps at the cost of the Exhibitor. The congress organiser reserves the right to close or obstruct unused entrances or exits to the exhibition rooms and the right to direct the exhibitor to another space in the exhibition hall if necessary, even if this directive conflicts with previous written agreements. The congress organiser also reserves the right to rent floor space of a booth not finished on time to another applicant. In such a case, the exhibitor is responsible for all costs arising from cancellation.

**8. Maintenance of booths and exhibition area:** exhibitors are responsible for the proper care of the floors, walls, staircases and storage rooms as well as the hired booths and furnishings. Hired booths and furnishings must be returned in an orderly condition and in an orderly way. To avoid scratches and furrows on floors as the result of sliding heavy packing cases, exhibitors are required to use protective coverings. Exhibitors and their shipping agents, on specific orders from the exhibitor, must take special care when transporting heavy packing cases and heavy loads. Exhibitors who wish to display extra heavy exhibits demanding special supports or foundations must request prior permission specifically in this matter from the congress organiser. It is not permitted to drive nails or hooks into the walls of the exhibition hall, to install electric wiring or to cut or drill holes in the walls of the rented booths. Empty containers and packing materials must be disposed of at the exhibitor's cost before the start of the exhibition; cleaning the booth is the exhibitor's responsibility. No part of an exhibition booth may be suspended from the ceiling. No part of an exhibit or of the booth's structure may protrude beyond the allotted area on any side. No signboards may protrude beyond the booth's walls. Decorating materials and wallpaper used by the exhibitor must be fire-proof. Prior to use, written proof of this fact must be presented to the congress organiser. Police regulations, fire regulations and other official regulations must be observed at all times, also during the construction and dismantling of the exhibits.

**9. Dismantling of booths:** the Exhibitor must dismantle the booth within the allotted time and return hired furnishings on time. Upon leaving, the exhibitor must clear the booth area and clean the floor. Stored materials, empty containers and packing materials must be disposed of. Items for which the exhibitor has made no arrangements regarding removal and storage at his/her cost and which are left behind become the property of the congress organiser, and no reimbursement will be made for such items. The congress organiser can demand that exhibitors restore the exhibition area to the original

condition at the exhibitor's expense. If the exhibitor does not dismantle and clear away his/her exhibit in a timely manner, these items will be removed by the congress organiser at the exhibitor's cost. The exhibitor is liable for the actual cost incurred by the congress organiser for such removals of abandoned exhibits. Rented items which were originally accepted as satisfactory for rental by the exhibitor are to be returned undamaged and in satisfactory condition. All rented items are considered to be in satisfactory condition unless a written notation signed by the congress organiser is made at the time of rental. Exhibitors must bear the costs of repairs to damaged exhibition areas and of repairs of or necessary cleaning of rented items.

**10. Payments – breach of contract:** please refer to the terms of payment, reduction and cancellation policy and corresponding deadlines as given in the exhibition/sponsoring prospectus and the application forms for exhibition/sponsoring. The dimensions of floor space, booth measurements and rented items given are approximate. The congress organiser reserves the right to change these dimensions in order to most efficiently use the available exhibition area and to adjust the booths to the blueprints of the exhibition hall. Prices charged are however based on the actual dimensions; if more floor space is later allotted and actually used than was originally ordered, the additional fee for it is to be paid immediately. Special requests regarding placement of the booths/sponsorship items will be considered. However, such requests do not constitute a condition of registration on the part of the exhibitor/sponsor. Furthermore, congress organiser reserves the right to reduce the amount of floor space initially requested. Failure to comply with local authorities and international regulations may not be used as a reason to declare the contract void. Failure to comply with the rules and regulations will not expose the congress organiser to any suits or demands by the sponsor/exhibitor/any third party. The exhibitor bears the costs of the contract fee which is one per cent (1%) of the rental costs, as well as all other taxes, fees or official charges on the rental sum, if applicable. In case of delayed payment, ten per cent (10%) interest per annum is charged. If a company wishes to renounce all claims to taking part in an exhibition after having contracted to do so, the company is nevertheless liable for the rental sum and for incidental expenses. In case of cancellation of the exhibition, the congress organiser will return the part payments received less the sum equivalent to the costs which have arisen for the congress organiser up to the time of cancellation; the registration fee will not be returned.

**11. Bankruptcy or liquidation:** In the event of an exhibitor/sponsor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having the receiver appointed, the contract with such an exhibitor will terminate forthwith, the allotment of stand space will be cancelled and all sums paid by the exhibitor under contract shall be forfeit.

**12. Place of Legislation:** In all cases of litigation it is agreed to by the exhibitor/sponsor that the competency of the duly authorised court in Vienna, Austria is recognised. Electively, the congress organiser may choose to appeal to the competent court in whose jurisdiction the exhibitor falls. Austrian law is to be applied.

# Important Contacts



Mondial GmbH & Co KG  
Mondial Congress & Events

## SPONSORSHIP & EXHIBITION MANAGEMENT

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