



# Exhibition Rules & Regulations

## Place of Exhibition

Lisboa Congress Centre  
Praça das Indústrias  
1300-307 Lisbon / Portugal

## Exhibition Organiser

Congrex Switzerland Ltd in Basel / Switzerland has been appointed as administrative organiser of the industrial exhibition during the 20<sup>th</sup> Congress of the European Sleep Research Society (ESRS) in Lisbon / Portugal.

## Eligibility for Exhibition

In order for the application to be accepted only products and services in direct connection to the topic of the congress are allowed to be presented.

The booths may be used only for exhibiting and advertising the exhibitors' own products in accordance with host country applicable laws and regulations.

## Assignment of Space

Exhibit space can be firmly reserved by phone, respectively will be assigned by the organiser upon receipt of the stand space applications according to the rule 'first come - first served'.

Sponsors have first choice.

The exhibition organiser reserves all rights to make changes of exhibit space, after consulting the exhibitor(s) involved.

## VAT

All published prices are indicated in € and exclude 20 % Portuguese VAT.

## Cancellation

When an exhibit space confirmed in writing has to be cancelled, the rental fee still has to be paid before opening of the exhibition. In case the exhibit space can be let again, there is a cancellation fee of 20% to be paid. If only parts of the space can be let again, there is a 20% cancellation fee due for the part let again and full price for the rest.

## Compulsory Fee per m<sup>2</sup> Exhibit Space

A compulsory fee of € 9.50 per m<sup>2</sup> exhibit space will automatically be invoiced to all exhibitors for the daily stand cleaning and waste disposal.

## Conditions of Payment

Conditions of payment mentioned on invoice/confirmation are valid. In any case payment has to be made before opening of the exhibition; if not, the participation cannot be guaranteed and the rental fee remains due.

## Company Events

Exhibitors are not allowed to stage their own scientific meetings and social events - be it inside or outside the congress venue - parallel to the ESRS scientific programme (including satellite symposia).

Please check the regularly updated programme on the website or contact the organiser.

## Stand Construction

The stand construction is the exhibitor's concern.

It is only allowed to close maximum 1/3 of the stand sides along corridors with elements of more than 1.50 m height. Stand walls of more than 1/3 length and 1.50 m height should have a minimum distance of 1.50 m back of the booth border unless otherwise approved by the organiser.

## Suspensions

Suspensions are not available.

## Maximum building height

The general building height is 2.50 m. Any stand construction exceeding this height must be submitted for approval. Details will be given in the «Exhibitor Manual» available early spring 2010.

## Promotional Activities / Sound Restrictions

Promotional activities within the exhibition surface are allowed as long as they do not interfere with the running of the conference nor disturb your fellow exhibitors.

Electrical and other mechanical appliances must be muffled so that no noise disturbance is caused to other exhibitors.

The exhibition organiser reserves the right to determine at what point activities have to be reduced, respectively sound constitutes interference with others and if it must be discontinued.

Outside the stand surface promotional activities are not allowed. Neither is it allowed to affix any kind of promotional material to walls, columns or any other object of the Lisbon Congress Centre. In case of non-compliance the exhibitor shall be liable for any damages.

Serving of hot meals has to be authorised by the organiser. Preparation of hot meals at the booths is not allowed.

## Regulations of the Lisbon Congress centre

The general regulations of the Lisbon Congress Centre are binding for all exhibitors. Whoever does not follow these regulations will be excluded from the exhibition after a first warning. Copies of these regulations can be obtained from the organiser. A PDF-version of "Stand construction and safety at the Lisbon Congress Centre" is available in the download section of the Online Booking System.

The fire proof certificates of all stand materials must be available for controls during build-up.

Representatives of the Portuguese public authorities as well as Lisbon Congress Centre's technical staff must be allowed access to your stands at all times.

## Damages / Safety / Insurance

Exhibitors are entirely liable for damages caused to third parties' stands, properties, health (be injury or death). To this extent Congrex Switzerland Ltd and the Lisbon Congress Centre are to be considered third parties. Exhibitors' liabilities are extended to their personnel and/or other people working under their control.

ESRS, Congrex Switzerland Ltd and its staff as well as the Lisbon Congress Centre are not liable for any damage and/or loss suffered by the exhibitors' goods during the exhibition, including installation and dismantling.

It is therefore compulsory that exhibitors shall take out insurance accordingly.

The exhibition hall will be locked over night; a general guarding service is not planned.

## Amendments to the Rules

The rules and regulations may be amended at any time by the organiser and all amendments so made shall be binding on exhibitors equally with the foregoing rules and regulations. Any matters not specifically covered by the preceding rules shall be subject solely to the decision of the organiser.

## „Force Majeure“

If the exhibition has to be cancelled or changed due to unforeseen political and economic events, or general „force majeure“, the organiser cannot be claimed for any compensation.

## PLACE OF LEGAL PERFORMANCE AND VENUE

Should the parties involved disagree on any point, they are subject to the **official court of Basel-Stadt, Switzerland**, thus Swiss law will be applied.