



## ISPOR Rules and Regulations for Exhibiting Companies

### Eligibility

Only a company or organization identified and approved by ISPOR via an online Application for Exhibit Space, submitted online, may exhibit at the ISPOR EUROPE 2022 Meeting. The Application for Exhibit Space must be properly filled out and accompanied by full payment. When the application is accepted by ISPOR, it shall become binding upon both ISPOR and the exhibitor with respect to space assigned and the use thereof and all other matters included in the contract and the Rules and Regulations for the Exhibit Companies. ISPOR will confirm display space to the exhibitor when the application is accepted and assign exhibit space according to the timelines provided.

ISPOR reserves the right to determine eligibility of any company or product to participate in the show at any time. ISPOR may refuse to accept an application for rental of exhibit space from, or terminate an already executed contract with, any company determined by ISPOR to be in competition with ISPOR or whose goods and/or services are not in its sole discretion, compatible with and complimentary to the show, ISPOR EUROPE 2022, membership, or the industry. In the event of such termination or refusal, ISPOR shall refund, in full, all payments, including deposits, received from the Exhibitor.

### Cancellation/Reduction Policy

Exhibit space must be cancelled via written notice to ISPOR. The cancellation policy is noted in the Terms and Conditions. Reducing booth space (downsizing) is subject to the same cancellation policy and refund schedule as provided below:

- **Before September 7, 2022**- 50% of remaining booth fee
- **After September 7, 2022**- No refund

*Note: Exhibitors that change the size of their exhibit space are not guaranteed the originally assigned location and are subject to relocation by ISPOR.*

### Assignment of Space

ISPOR assigns exhibit booths giving priority to event sponsors, symposia hosts, multiple booths, and then in date order of booking with payment. Requests for separation are also given consideration. Exhibitor booth assignments will not be distributed, published, or issued to exhibitors until receipt of full payment.

Occasionally, an exhibitor's location may need to be re-assigned after space has been confirmed due to unforeseen situations either before the event or onsite. Every effort is made by the ISPOR to accommodate the exhibitor. ISPOR will provide written notification of any changes.

### Health & Safety

ISPOR is committed to the health and well-being of our attendees. We are closely monitoring the European Centre for Disease Control (ECDC) guidance and working with the Austria Center Vienna safety professionals to develop and execute our health and safety plan. Our health and safety plan will be updated with further details as necessary. Please visit the [ISPOR Europe 2022 Health & Safety webpage](#) for the most up-to-date health and safety information, registered conference attendees will receive important updates via email.

## Exhibitor Conduct

- Exhibits must be staffed during Exhibit Hall hours
- Exhibitors may install and dismantle only during official move-in and move-out times
- Distribution of promotional or educational materials may be conducted and circulated only within the booth assigned to the exhibitor.
- Aisles may not be obstructed at any time because of excessive crowding in the exhibit booth.
- Exhibitors may not sublet, assign, or share any booths, tabletop displays, or any part of allocated exhibit space with another company or organization and all exhibit benefits are non-transferable.
- No one under 16 years of age will be allowed in the Exhibit Hall unless accompanied by an adult and will not be allowed admittance during set-up and dismantle.

## Access to the Exhibit Hall

Booth space must be made in full prior to the meeting to access the exhibit hall for exhibit booth installation.

Access to the Exhibit Hall by registered Exhibitors will be granted for booth installation based on the schedule below. Exhibit setup hours are for exhibitors only. Each representative issued an exhibitors' badge must be employed by the exhibitor. Only representatives who are employed by the exhibiting company and who will be working in the booth are to be registered as exhibitors.

**PLEASE NOTE: Access will not be provided to attendees for entry before the opening or after the closing of the Exhibit Hall.**

### ***Installation/Move-in Schedule***

Sunday, November 6	800-1900 hours (8:00AM – 7:00PM)
Monday, November 7	700-800 hours (7:00AM – 8:00AM)

### ***Exhibit Hall Hours\* Halls X1, X2, X3 \*tentative***

Monday, November 7	930-1830 hours (9:30AM – 6:30PM)
Tuesday, November 8	930-1830 hours (9:30AM – 6:30PM)
Wednesday, November 9	900-1245 hours (9:00AM – 12:45PM)

### ***Dismantle/Move-out Schedule***

Wednesday, November 9	1245-1900 hours (12:45PM – 7:00PM)
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ISPOR allows ample time before the event for exhibit booth installation. All Exhibitors and their independent contractors are required to adhere to the ISPOR schedule for exhibit booth installation and dismantle and to follow all ISPOR procedures. Exhibits must always be staffed during official show hours. All exhibitors are expected to make travel arrangements in accordance with this policy.

Any exhibitor found to leave prior to the end of the show will not be invited to participate in any future ISPOR Meetings.

## Affiliate Meeting Rooms Access

Exhibit hall meeting rooms will be available for use from 9:45am on Monday, November 7 through 12:45pm on Wednesday, November 9, during open exhibit hall hours ONLY. No Affiliate Meeting Room access will be provided to attendees (non-exhibitors) for entry before the opening or after the closing of the Exhibit Hall.

All Affiliate meeting room attendees must have an official conference badge in order to access the exhibit floor and exhibit hall/private meeting rooms.

## Failure to Occupy Space

All booths and tabletop displays must be setup and 'show' ready by 8:30AM Monday, November 7, 2022, for a walk-through inspection by ISPOR Show Management. All booths must be finalized at that time.

## Exhibit Space and Décor Guidelines

ISPOR strictly follows the IAEE Exhibit Height and Space Guidelines regarding booth height and size. Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. Future location penalties will be assessed for exhibitors who violate the rules.

**Linear or In-line Booths:** Linear or in-line booths are 3m x 3m units arranged in a straight line. The back wall of any construction in a linear booth shall not exceed 2.5m (8'2") in height including signage. Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 2.5m (8'2") is allowed only in the rear half of the booth space, with a 1.21m (4') height restriction imposed on all materials in the remaining space forward to the aisle. All space only stands will follow these guidelines.

**Premium Booths:** These booths are exposed to aisles on three sides and comprised of two booths. Each are 3m deep x 6m wide (10' x 20'). All guidelines for Linear Booths apply.

**Island Booths:** Island booths are any size booth exposed to aisles on all four sides and is 6m x 6m (20' x 20') or larger. The following applies to island booths only:

- Island booths including signage may not extend over 4.9m (16') in height
- Demonstration areas may not be on or close to the aisle line of your exhibit
- Booth space with furnishings, equipment, etc. must be large enough to accommodate all booth activities and traffic
- Hanging signs are not permitted

## Carpet

The exhibit hall in the Austria Center Vienna is NOT carpeted. All booths must be carpeted and/or show management approved flooring at the expense of the exhibiting company. Carpet and/or show management approved flooring may be supplied either by the exhibitor or ordered through Standout, the official General Service Contractor. ISPOR Show Management will instruct Standout to install carpet at the exhibitors' expense in any booth without carpet installed by Sunday, November 6 at 7PM. **Please note:** Booth/stands purchased with a Shell Scheme include carpet and does not need to be ordered separately.

## Furnishings

Furnishings are not included in your booth space fee. Information on renting furnishings including tables, chair, etc. will be included in the Exhibitor Service Manual.

## Booth Rendering Submission Instructions

All booths/stands 18.58m (200 square feet) or larger are required to submit a digital drawing or rendering **including heights and dimensions** to [ISPOR Show Management](#) for approval by Friday, October 7, 2022. Any changes that occur after initial submission must be resubmitted to ISPOR Show Management for approval prior to the meeting. Should booth construction at the conference deviate from the actual submitted and approved floor plans, ISPOR Show Management reserves the right to ask the exhibitor to make modifications onsite at the exhibitor's expense.

## **Austria Center Vienna- EXHIBITION MANUAL Technical Guidelines and General Information**

Exhibitors are responsible for familiarizing themselves with the guidelines presented by the ACV. A copy of the Exhibition Manual Technical Guidelines and General Information will be included in the Exhibitor Service Manual.

### **Fire Regulations**

No combustible decoration, such as crepe paper, cardboard, or corrugated paper, may be used at any time. All packing containers, excelsior, and wrapping paper, which must be flameproof, are to be removed from the floor and must not be stored under tables or behind displays. All fabrics, films, draperies, curtains and similar furnishings must be flame resistant as demonstrated by testing in accordance with NFPA 701 Standard Methods of Fire Tests for Flame Propagation of Textiles and Films. All materials and fluids which are inflammable are to be kept in safety containers. Open flames, butane gas, acetylene, oxygen tanks, or other flammable materials are not permitted. For more information, please reference the fire and safety codes provided by Austria Center Vienna in the Exhibitor Service Manual.

### **Storage of Crates and Boxes**

Fire regulations prohibit storing product, literature, empty packing containers, or packing material behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product within the booth area, so long as these do not impede access to utility services, create a safety problem, or appear unsightly.

### **Electrical Safety**

All wiring on booths or display fixtures within an exhibitor's booth must meet underwriters' rules and pass standard fire department inspection applicable under all appropriate state, county, city, and Austria Center Vienna. This applies to construction, not pre-wired equipment.

### **Americans with Disabilities Act (ADA)**

The representatives of each exhibiting company will be responsible for making their exhibits accessible to persons with disabilities as required by the US Americans with Disabilities Act. It is understood that ISPOR will be held harmless by the exhibiting company for the failure of its representatives to comply with the requirements as stated in the US Americans with Disabilities Act. Further information regarding ADA compliance is available at [www.usdoj.gov/crt/ada/infoline.htm](http://www.usdoj.gov/crt/ada/infoline.htm).

### **Booth Activity/Giveaway Guidelines**

Any activity within the exhibits, including without limitation, distribution (for free or otherwise) of any literature, product or any other item must conform to the educational and professional nature and character of the conference. Contests, lotteries, raffles, and games of chance may be conducted only with the prior approval of ISPOR. In conducting any pre-approved contest, lotteries, raffles, or games of chance, Exhibitor shall warrant that it has complied with all state and local laws and regulations for such activity. Exhibitor booth raffles are permitted; however, we request that the exhibitor notify the raffle winner of their prize at their discretion and arrange for shipping to the winner. The noise level from any demonstration or sound system should be kept to a minimum. To request permission for a giveaway or booth raffle, please contact [ISPOR Show Management](#) for approval by Friday, October 7, 2022.

### **Food and Beverage**

Food and Beverage must be purchased and coordinated through the official catering service, MOTTO Catering. Exhibitors may not dispense food and/or beverages of any kind, including bottled water, without written permission from the convention center.

Alcoholic beverages are permitted to be served and consumed in the exhibit booth providing this is in accordance with conference facility rules. Exhibitors with alcohol service must refrain from serving until **5:00PM**. If an alcohol violation does occur, venue security will confiscate all alcohol and the exhibitor will immediately be removed from the exhibit floor. In addition, the exhibitor will be banned from the exhibit floor for one whole year.

### **Exhibitor Appointed Contractor (EAC)**

An Exhibitor Appointed Contractor (EAC) is a company (other than the official service contractor, Standout) that provides a service (for example, display and installation/dismantling of a booth) at Exhibitor's request and needs access to Exhibitor's booth during the installation and/or dismantling period. Official EAC Forms are available in the Exhibitor Service Manual and are due by October 7, 2022.

All exhibitors utilizing an EAC, must notify their EAC's to not solicit business in the exhibit hall at any time. The exhibiting company is responsible for the actions of its EAC, and all exhibitor rules apply to this subcontractor of the exhibitor.

Exhibitor Appointed Contractors must send a copy of their General Liability Insurance Certificate to [ISPOR Show Management](#) no later than October 7, 2022, or they will not be permitted to service your exhibit.

### **Insurance**

Exhibitor shall, at its own expense, secure and maintain through the period of the Event, inclusive of move-in and move-out days, commercial liability insurance with combined single limit of at least \$1,000,000.00 each occurrence for bodily injury and property damage. Such insurance shall name the following: ISPOR, Austria Center Vienna and their respective members, officers, agents, and employees. At least 60 days prior to the move-in date, Exhibitor shall provide ISPOR with Certificate of Insurance as evidence of coverage.

More information will be available in the Exhibitor Service Manual.

### **Security**

Exhibitors are responsible for security of their exhibit and its contents. Security personnel contracted directly by ISPOR are intended primarily for crowd control and credentials verification. Exhibitors are encouraged to budget and make security arrangements for sensitive or valuable items. ISPOR and the Austria Center Vienna are not responsible for the security of Exhibitors' property. Protection, both security and insurance coverage, of Exhibitors' property is the sole responsibility of the Exhibitor.

### **Affiliate Conference Space/Other Events**

All events organized immediately before/after or during the ISPOR conference must be approved by ISPOR. Approval will not be given when the timing coincides with any ISPOR event. Conference space is limited and subject to availability. All Affiliate Meetings in conjunction with the ISPOR event must be submitted to and approved by ISPOR. Affiliate meetings must NOT overlap with scientific sessions, poster presentations, or designated ISPOR programming. When scheduling affiliate meetings, please refer to the event program on our website to view the daily activity hours.

Affiliate meetings held in the venue must be scheduled during hours the venue is open to avoid additional cost to be incurred by ISPOR. All participants of an affiliate meeting MUST be registered to attend the ISPOR event and must wear their name badge to gain access to the venue and all meeting areas at the venue. If you wish to reserve additional space outside of the convention center, you are also required to fill out the request form.

### **Use of ISPOR Logo and Meeting Name**

No company may use the ISPOR logo, which is a registered trademark, or likeness on any promotional materials (i.e., signage, direct mail piece, etc.), without the express written consent of ISPOR. Meeting graphics in multiple sizes will be made available for Exhibitor use in promotional materials announcing their participation at ISPOR EUROPE 2022. These banners should be hyperlinked to the ISPOR website [www.ispor.org](http://www.ispor.org).

### **Photography and Video Recording**

Any videography/photography is strictly prohibited in the exhibit hall unless ISPOR grants written permission in advance.

### **Attendee Data and Lead Retrieval**

ISPOR respects the privacy of all its customers. ISPOR does not sell, rent, publish, or otherwise share contact information for its attendees, speakers, or exhibitors.

Lead Retrieval is available to Exhibitors through Cvent. The lead retrieval form is available in the Exhibitor Service Manual. ISPOR registration badges will contain a QR Code. By allowing an Exhibitor or Sponsor to scan their badges during the conference, Attendees are consenting to provide their contact information (Name, Title, Organization, Country, and Email only).

### **Amendment of Rules**

ISPOR reserves the right to make changes, amendments, and additions to the terms and conditions, the Exhibitor Rules and Regulations, or other show requirements or rules at any time, and all changes, amendments, and additions so made shall be binding on the Exhibitor with the provision that all Exhibitors will be advised in writing of any such changes. Any matters not specifically covered are subject to the discretion of ISPOR.