

ISPOR Europe 2023

12-15 November | Copenhagen, Denmark



ISPOR Rules and Regulations for Exhibiting Companies

Eligibility

Only a company or organization identified and approved by ISPOR via an Application for Exhibit Space, may exhibit at the ISPOR Europe 2023 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 the 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 2023, 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 12, 2023-** 50% of remaining booth fee
- **After September 12, 2023-** 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 reassigned 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 Bella Center Copenhagen (BCC) 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 2023 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

Saturday 11 November	1200-1700 hours (12:00PM – 5:00PM)
Sunday 12 November	800-1700 hours (8:00AM – 5:00PM)

Exhibit Hall Hours* Halls C2, C3, C4 *tentative

Monday 13 November	930-1900 hours (9:30AM – 7:00PM)
Tuesday 14 November	930-1900 hours (9:30AM – 7:00PM)
Wednesday 15 November	830-1130 hours (8:30AM – 11:30AM)

Dismantle/Move-out Schedule

Wednesday 15 November	1130-1900 hours (11:30AM – 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 930 on Monday 13 November through 1130 on Wednesday 15 November, 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 must be setup and 'show' ready by 1700 Sunday, 12 November 2023 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 Bella Center Copenhagen 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 the Bella Center Copenhagen, the official General Service Contractor. ISPOR Show Management will instruct Bella Center Copenhagen to install carpet at the exhibitors' expense in any booth without carpet installed by Sunday 12 November at 1700. **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 3mx6m or larger exhibit space are required to submit a digital drawing or rendering **including heights and dimensions** to [ISPOR Show Management](#) for approval by Friday, 13 October 2023. 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.

Bella Center Copenhagen- Exhibitor Terms and Technical Information

Exhibitors are responsible for familiarizing themselves with the guidelines presented by the Bella Center. A copy of the Exhibitor Terms and Technical 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 Bella Center Copenhagen 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 Bella Center Copenhagen. 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.

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, 13 October 2023**.

Food and Beverage

Food and Beverage must be purchased and coordinated through the official catering service, Bella Center 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 **1700**. 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, BCC) 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 **Friday, 13 October 2023**.

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 13 October 2023, or they will not be permitted to service your exhibit.

Insurance

Exhibitor insurance from RainProtection is included with the purchase of exhibit space. Each exhibitor will receive commercial liability insurance with a combined single limit of \$1,000,000.00/\$2,000,000 aggregate each occurrence for bodily injury and property damage. Such insurance shall name the following: ISPOR, Bella Center Copenhagen, Denmark and their respective members, officers, agents, and employees.

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 Bella Center Copenhagen 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 2023. These banners should be hyperlinked to the ISPOR website 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.



ISPOR Europe 2023
12-15 November
Bella Center
Copenhagen, Denmark

TERMS AND CONDITIONS

We are applying for exhibit space and/or a conference sponsorship at ISPOR Europe 2023, to be held in-person 12-15 November 2023, at the Bella Center, Copenhagen, Denmark. As such, we agree to comply with all rules and regulations for sponsorships as well as with the rules and regulations and to the conditions under which exhibit space in the conference venue is leased to ISPOR both of which by reference are fully incorporated herein.

Only a company or organization identified and approved by ISPOR via a signed application and contract for exhibit space and/or a conference sponsorship, submitted online, may participate as a supporter of the ISPOR Europe 2023 Conference. When the completed and signed application is received by ISPOR it shall become binding upon both ISPOR and the Exhibitor and/or Sponsor with respect to exhibit space and/or sponsorship assigned.

ASSIGNMENTS

ISPOR assigns exhibit booths and sponsorships giving priority to current/prior event sponsors, symposia hosts, multiple booths, and then in date order of booking with payment. Requests for exhibit space placement and separation are also given consideration. ISPOR will formally finalize exhibit space assignments and confirm sponsorships when full payment has been received. Occasionally, an Exhibitor's location may need to be re-assigned after space has been confirmed or a sponsorship modified due to unforeseen situations either before the event or onsite. In the judgment of ISPOR, if it becomes necessary to change the original allocation of space, or adjust a sponsorship, ISPOR will do so by notification to the authorized representative of the Exhibit and/or Sponsor company.

PAYMENT TERMS

Exhibits and Sponsorships: Upon receipt of the invoice the Exhibit and/or Sponsoring Company is required to submit payment in full within thirty (30) days of the invoice date. After thirty (30) days the Exhibit and/or Sponsorship will be withdrawn however failure to make payment does not release the contracted or financial obligation of the Exhibitor and/or Sponsor.

All Exhibit and Sponsor Agreements executed sixty (60) to one (1) day (12 September 2023 – 11 November 2023) prior to the event are required to submit payment in full at agreement signing.

As a reminder Exhibit Space and Sponsorships are not considered finalized until payment is received.

ELIGIBILITY

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 or sponsorship 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 conference ISPOR Europe 2023, membership, or the healthcare industry.

CANCELLATION / REDUCTION POLICY

Exhibit space and/ or sponsorships may be cancelled via written notice to ISPOR.

Exhibits: Exhibit space may be cancelled via written notice to ISPOR. Reducing booth space (downsizing) is subject to the same cancellation policy and refund schedule as provided below.

- **Before September 12, 2023-** 50% of remaining booth fee
- **After September 12, 2023-** 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.

Sponsorships: In the event Sponsor cancels the sponsorship by providing written notice, the following schedule applies below:

- **Before August 11, 2022-** 25% Refund will be provided
- **After August 11, 2022-** No Refunds provided

TERMINATION OF CONFERENCE AND EXHIBITS

Should the premises in which the ISPOR Conference is to be held becomes, in the sole judgment of ISPOR, unfit for occupancy, or should the conference and exhibit be materially interfered with by reason of action of the elements, strike, picketing, boycott, embargo, injunction, war, riot, emergency declared by a governmental agency, or any other act beyond the control of ISPOR, the Exhibit Space and/or Sponsorship may be terminated. ISPOR will not incur any liability for damages sustained by Exhibitor and/or Sponsor as a result of such termination. In the event of such termination the Exhibitor and/or Sponsor expressly waives such liability and releases ISPOR of and from all claims for damages and agrees that ISPOR shall have no obligations except to refund to the Exhibitor and/or Sponsor a prorated share of the aggregate amount received by ISPOR (as rental for exhibit space for said exhibit and/or for sponsorship), after deducting all costs and expenses in connection with such exhibit, including a reasonable reserve for claims, such deductions being hereby specifically agreed to by the Exhibitor and/or Sponsor.

LIMITATION OF LIABILITY

ISPOR, its service contractors, the management of the conference or any of the officers, staff members or directors of any of the aforesaid parties will not be responsible for any loss, injury or damage whatsoever or howsoever arising, which may occur to an Exhibitor and/or Sponsor or to its agents, or employees, or to its contractors and its agents and employees, or the property or ware of the Exhibitor and/or Sponsor, arising from any cause whatsoever, prior, during or subsequent to the period of this exhibit and/or sponsorship. Each Exhibitor and/or Sponsor expressly releases ISPOR and the conference venue from any and all claims for any such injury, loss, or damage.

EXHIBITOR LIABILITY AND INSURANCE

If ISPOR or the Venue Parties are held liable for any event which might result from a particular Exhibitor's action or failure to act; such Exhibitor shall reimburse ISPOR or the Venue Parties and hold ISPOR or the Venue Parties harmless from liability resulting, there from. The Exhibitor assumes responsibility and agrees to indemnify and defend ISPOR and the conference venue, and the Venue's Owner, and their respective owners, managers, subsidiaries, affiliates, employees and agents against any claims or expenses arising out of the use of the exhibition premises. ISPOR shall not be liable for loss or damage of any property of Exhibitor which Exhibitor may suffer during installation or removal or during the Event itself by reason of burglary, fire, accident, or any destructive cause. The Exhibitor understands that neither ISPOR nor the Venue Parties maintain

insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

Exhibitor insurance from RainProtection is included with the purchase of exhibit space. Each exhibitor will receive commercial liability insurance with a combined single limit of \$1,000,000.00/\$2,000,000 aggregate each occurrence for bodily injury and property damage. Such insurance shall name the following: ISPOR, Bella Center Copenhagen, Denmark and their respective members, officers, agents, and employees.

Each Exhibitor shall have sole responsibility for ensuring that its exhibit is in full compliance with the Americans with Disabilities Act and any regulations under that Act. Exhibitor will ensure the accessibility of its exhibit space and agrees to hold harmless and indemnify ISPOR against any claims, damages, loss, or exposure, including attorney's fees and costs, arising out of, or related to any alleged ADA violation.

The Exhibitor assumes responsibility and agrees to indemnify and defend ISPOR and the conference venue, and the Venue's Owner, and their respective owners, managers, subsidiaries, affiliates, employees and agents against any claims or expenses arising out of the use of the exhibition premises. The Exhibitor understands that neither ISPOR nor the Venue Parties maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

AMENDMENT OF RULES

ISPOR reserves the right to make changes, amendments, and additions to the terms and conditions, the Exhibitor Manual 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 and/or Sponsor with the provision that all Exhibitors and/or Sponsors will be advised in writing of any such changes. Any matters not specifically covered are subject to the discretion of ISPOR.