10th FENS Forum of Neuroscience
July 2-6, 2016 | Copenhagen, Denmark

Where European Neuroscience meets the world

Support and Exhibition Prospectus
# TABLE OF CONTENTS

General Information ...................................................................................................................... 3
FENS Forum Introduction ............................................................................................................. 6
FENS Forum Committees .............................................................................................................. 8
Previous FENS Forum Supporters & Contributors ................................................................... 9
Previous FENS Forum Exhibitors ............................................................................................... 10
Support Opportunities ................................................................................................................. 11
Educational Support Items ......................................................................................................... 12
Promotional Support Items ........................................................................................................ 13
Advertising Support Opportunities ............................................................................................ 15
Exhibition ..................................................................................................................................... 16
Exhibition Floor Plan .................................................................................................................. 19
Additional Information For Supporters & Exhibitors ................................................................. 20
Booking Procedures And Payment Information ......................................................................... 21
Support Booking Form .............................................................................................................. 22
Exhibition Booking Form and Contract ...................................................................................... 24
Non-Profit Organization & Publisher Exhibition Booking Form ............................................... 26
Terms and Conditions ................................................................................................................. 28
### GENERAL INFORMATION

<table>
<thead>
<tr>
<th><strong>Date</strong></th>
<th><strong>Congress Organizer</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2-6, 2016</td>
<td>Kenes International</td>
</tr>
<tr>
<td></td>
<td>FENS Forum 2016</td>
</tr>
<tr>
<td></td>
<td>Rue François-Versonnex 7</td>
</tr>
<tr>
<td></td>
<td>CH-1207 Geneva</td>
</tr>
<tr>
<td></td>
<td>Switzerland</td>
</tr>
<tr>
<td></td>
<td>Tel: +41 22 908 0488</td>
</tr>
<tr>
<td></td>
<td>Fax: +41 22 906 9140</td>
</tr>
<tr>
<td></td>
<td>E-mail <a href="mailto:fensforum2016_secretariat@kenes.com">fensforum2016_secretariat@kenes.com</a></td>
</tr>
<tr>
<td></td>
<td>Website: <a href="http://forum.fens.org/2016">http://forum.fens.org/2016</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>City/Country</strong></th>
<th><strong>Exhibition / Support Sales</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Copenhagen/Denmark</td>
<td>Noa Freilich Pollack</td>
</tr>
<tr>
<td></td>
<td>Tel: +41 22 908 0488 ext: 900</td>
</tr>
<tr>
<td></td>
<td>Fax: +41 22 906 9140</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:fensforum2016_ILS@kenes.com">fensforum2016_ILS@kenes.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Venue</strong></th>
<th><strong>Technical and Exhibition Department</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bella Center</td>
<td>Elianne Baran Ganot</td>
</tr>
<tr>
<td>Center Boulevard 5,</td>
<td>Tel: +41 22 908 0488 ext: 921</td>
</tr>
<tr>
<td>DK-2300 Copenhagen S,</td>
<td>Fax: +41 22 906 9140</td>
</tr>
<tr>
<td>Denmark</td>
<td>Email: <a href="mailto:eganach@kenes.com">eganach@kenes.com</a></td>
</tr>
<tr>
<td><a href="http://www.bellacenter.dk">www.bellacenter.dk</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Participants</strong></th>
<th><strong>Hotel Accommodation For Groups</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>6,500+</td>
<td>Irina Sapir</td>
</tr>
<tr>
<td></td>
<td>Tel: +41 22 908 0488 Ext: 998</td>
</tr>
<tr>
<td></td>
<td>Fax: +41 22 906 9140</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:isapir@kenes.com">isapir@kenes.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Visa Requirements</strong></th>
<th><strong>VAT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa regulations depend on your nationality and country of origin. We suggest you contact your local Danish Consulate for official instructions on the specific visa regulations and application procedures that may apply to you. It is the responsibility of the participant to obtain a visa if required. A valid passport is required for entry into the Denmark.</td>
<td>All Sponsorship prices are exclusive of VAT, and are subject to VAT at the local rate which will be added to the invoice Where applicable VAT fees can be claimed through: Richard Asquith TMF VAT Services Managing Director +44 (0) 870 067 8881 Work +44 (0) 79 777 23645 Mobile <a href="mailto:richard.asquith@tmf-group.com">richard.asquith@tmf-group.com</a> Dolphin House’ 2-5 Manchester Street Brighton BN2 1TF, United Kingdom VAT of Denmark is currently at 25%. Subject to change</td>
</tr>
</tbody>
</table>

VAT

All Sponsorship prices are exclusive of VAT, and are subject to VAT at the local rate which will be added to the invoice Where applicable VAT fees can be claimed through: Richard Asquith TMF VAT Services Managing Director +44 (0) 870 067 8881 Work +44 (0) 79 777 23645 Mobile richard.asquith@tmf-group.com Dolphin House’ 2-5 Manchester Street Brighton BN2 1TF, United Kingdom VAT of Denmark is currently at 25%. Subject to change
About The City

Copenhagen, is the capital of Denmark and its most populous city. Copenhagen is situated on the eastern coast of Zealand and stretches across part of Amager. A number of bridges and tunnels connect the parts of the city together, and the cityscape is characterized by promenades and waterfronts.

Copenhagen is the cultural, economic and governmental centre of Denmark; it houses various economic sectors and it is an important centre for maritime industries and maritime trade, offering marine transportation and shipping lanes in both the North Sea and the Baltic Sea. Copenhagen is among the financial centres of Northern Europe with the Copenhagen Stock Exchange.

Copenhagen has 50,000 students enrolled in its educational institutions each year.

All pharmaceutical sponsors and exhibitors are individually responsible to ensure that all their company’s congress activities are in full compliance with all and any applicable laws, regulations and industry codes of conduct and must undertake to ensure that all congress materials and congress activities undergo the required internal signatory and external regulatory approvals as set out in applicable codes and regulations including signatory approval as set out in the EFPIA code for host country and other applicable codes (e.g. organising country). A particular point to note for Denmark is that of competitions: from section 22 of the Danish Executive Order on Advertising of Medicinal Products, competitions must not be arranged for healthcare professionals and that prizes must not be offered to them as part of advertising or otherwise with the intention of promoting the sale of a medicinal product. Further explanation of these regulations can be found at [http://sundhedsstyrelsen.dk/en/medicines/regulation/guidelines-on-advertising](http://sundhedsstyrelsen.dk/en/medicines/regulation/guidelines-on-advertising)

All sponsors and exhibitors are required to co-operate by responding promptly and fully to any reasonable enquiry or investigation concerning possible non-compliant activity before, during or after the congress.

---

**Liability and Insurance**

The Forum Secretariat and organizers cannot accept liability for personal accidents or loss of or damage to private property of participants, either during or indirectly arising from the 10th FENS Forum of Neuroscience.
ABOUT THE FEDERATION OF EUROPEAN NEUROSCIENCE SOCIETIES (FENS)

FENS represents national European neuroscience societies and several mono disciplinary societies. FENS was founded in 1998 with the goals of advancing research and education in neuroscience and of representing neuroscience research to the public, other scientific societies and decision- and policy-makers across Europe.

FENS is governed by the FENS Council, which is comprised of representatives from all member societies. The Council convenes at least once a year and chooses committee members, officers, the venue of the next meeting etc. FENS administration is delegated to the Executive Committee as elected by the Council. Members of the Executive Committee hold office for two years. The Executive Committee is supported by two offices based in Brussels and Berlin.

ABOUT THE FENS FORUMS

The FENS Forum of Neuroscience is the largest international neuroscience meeting in Europe, involving all neuroscience societies’ members of FENS, and held every two years on even years.

In addition to the FENS Forums, FENS organizes different series of scientific meetings. These include the FENS Featured Regional Meetings and the Dynamic Brain conference series that similar to the FENS Forum strive to promote excellence in neuroscience research both in Europe at large and in the respective countries of its member societies, and to facilitate the interaction between scientists in and outside Europe.

Participants in the FENS Forums are scientists at all career levels working in all areas of neuroscience research. Students and early career researchers are extensively represented as a group in the Forum. In realisation, the Forum attracts also high participation from translational neuroscience, including the medical domains.
PREVIOUS FORUMS

<table>
<thead>
<tr>
<th>Year</th>
<th>Location</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>Milan, Italy</td>
<td>6166</td>
</tr>
<tr>
<td>2012</td>
<td>Barcelona, Spain</td>
<td>6954</td>
</tr>
<tr>
<td>2010</td>
<td>Amsterdam, The Netherlands</td>
<td>6214</td>
</tr>
<tr>
<td>2008</td>
<td>Geneva, Switzerland</td>
<td>5697</td>
</tr>
<tr>
<td>2006</td>
<td>Vienna, Austria</td>
<td>5198</td>
</tr>
<tr>
<td>2004</td>
<td>Lisbon, Portugal</td>
<td>4234</td>
</tr>
<tr>
<td>2002</td>
<td>Paris, France</td>
<td>5251</td>
</tr>
<tr>
<td>2000</td>
<td>Brighton, UK</td>
<td>4100</td>
</tr>
<tr>
<td>1998</td>
<td>Berlin, Germany</td>
<td>3900</td>
</tr>
</tbody>
</table>

PREVIOUS FENS Featured Regional Meetings (FFRM)

- 2009 - Warsaw, Poland, September 9-12th
- 2011 - Ljubljana, Slovenia, September 22-25th
- 2013 – Prague, Czech Republic, September 11-14th
- 2015 - Thessaloniki, Greece, October 7-10th
FENS FORUM 2016 COMMITTEES

Programme Committee
Rui Costa, Portugal, Chair
Nicolas Caesar Petersen, Denmark, HSC Chair
David McCormick, USA, SfN representative
Shumin Duan, China, Pacific Rim representative
Pirta Hotulainen, Finland
Fabio Benfenati, Italy
Maria Victoria Sánchez-Vives, Spain
Andrea Volterra, Switzerland
John Rothwell, UK
Elisabeth Binder, Germany
Carmen Sandi, Switzerland
Mihai Moldovan, Denmark
Thomas Mrsic-Flogel, Switzerland
Steven Kushner, Netherlands
Megan Carey, Portugal
Scott Waddell, UK
Ulrik Gether, Denmark

Host Society Committee
Nicolas Caesar Petersen
Christina Kruuse
Lone Helboe
Aase Frandsen
Lisbeth Rosenberg
Albert Gjedde
PREVIOUS FORUM SUPPORTERS & CONTRIBUTORS

The organisers of the FENS Forum 2016 would like to express its gratitude and acknowledge the following long term partner organisations for their continued support to FENS:

Boehringer Ingelheim  
European Journal of Neuroscience  
International Brain Research Organisation (IBRO)  
The Brain Prize, Grete Lundbeck European Brain Research Foundation  
The Dana Foundation  
The European Dana Alliance for the Brain (EDAB)  
The Hertie Foundation  
The Kavli Foundation  
Wiley

The organisers would like to express its gratitude and acknowledge the following organisations and institutions organisations for their support and contribution to the FENS Forum 2014:

**Supporters:**
Kenes Group  
Universit Degli Studi di Milano

**Contributors:**
9th IBRO World Congress of Neuroscience  
Abcam  
Acraf S.p.A.  
Alomone Labs, Ltd.  
Alzheimer’s Research UK  
Bio-Techne  
Biotelligences LLC  
Electrical Geodesics Inc.  
Elsevier B.V.  
ERA NET NEURON  
Fine Science Tools  
Fondation IPSEN  
Fondazione Cariplo  
Jove  
MQ: Transforming mental health  
Plexon Inc.  
Regione Lombardia  
Teva Italia S.r.l.  
The Dargut and Milena Kemali Foundation for Research in Neurosciences  
The European Brain and Behaviour Society (EBBS)  
Thermo Scientific  
TSE Systems GmbH

Support & Exhibition Prospectus | 8
SUPPORT OPPORTUNITIES

Supporters will be given a support category status dependent upon the total amount of support contribution. The total contribution will consist of items such as advertisements, sponsored symposia, support items and exhibition space. You will benefit from outstanding advantages linked to your support category.

Status will be allocated as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Minimum Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Supporter</td>
<td>€ 15,000 (+VAT*)</td>
</tr>
<tr>
<td>Supporter</td>
<td>€ 10,000 - € 14,999 (+VAT*)</td>
</tr>
<tr>
<td>Contributor</td>
<td>Up to € 10,000 (+VAT*)</td>
</tr>
</tbody>
</table>

*VAT of Denmark is currently at 25% - VAT charges are subject to change*

The amount of an exhibition area reservation only is not to be included in the calculation of the support categories.

Companies supporting the 10th FENS Forum of Neuroscience with advertising items only will be acknowledged as Contributor on Supporters’ Board on-site and on Supporters’ list in the Programme.

SUPPORT BENEFITS

Benefits will be allocated to supporters based on the following table:

<table>
<thead>
<tr>
<th>BENEFIT</th>
<th>MAIN SUPPORTER</th>
<th>SUPPORTER</th>
<th>CONTRIBUTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supporter’s logo with hyperlink on the FENS Forum 2016 Website</td>
<td>√</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Supporter’s logo in the Programme</td>
<td>√</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>FENS Forum 2016 registrations</td>
<td>4</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Acknowledgement on Supporters’ Board on-site</td>
<td>√</td>
<td>√</td>
<td>-</td>
</tr>
<tr>
<td>Advertisement (Inside Page in designated section of the e-programme book and printed Programme book*)</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Bag Insert (to be provided by Supporter and subject to approval of Programme Committee)*</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

*Printed programme will be offered to delegates as an optional item to purchase.*

SPECIAL REQUESTS

Tailored packages can be arranged to suit your objectives. Please feel free to contact the Support and Exhibition Sales Department to discuss your needs (Contact information provided in the “General Information” section).

In addition to being a Supporter at the FENS Forum 2016, a company can also apply to the FENS for Affiliate Membership. Please see the following link for the benefits for Affiliate Members: [http://www.fens.org/about/members/affiliate/howto.html](http://www.fens.org/about/members/affiliate/howto.html)
Educational Support Opportunities

Unrestricted Educational Grant in Support of Existing Plenary Scientific Session

€ 11,000 (+VAT*)

Existing plenary lectures are established by the FENS Programme Committee and will be available for support by an unrestricted grant from the industry.
Title of the session to be determined by the FENS Programme Committee.
- Acknowledgement in the Supporters’ List in the Final Program
- Acknowledgement on Supporters’ Board on-site
- Supporter’s logo with hyperlink on Forum website

Unrestricted Educational Grant in Support of Existing Symposia and/or Technical Workshop

€ 6,000 (+VAT*)

Existing symposia and/or Technical Workshops are established by the FENS Programme Committee and will be available for support by an unrestricted grant from the industry.
Title of the session to be determined by the FENS Programme Committee.
- Acknowledgement in the Supporters’ List in the Final Program
- Acknowledgement on Supporters’ Board on-site
- Supporter’s logo with hyperlink on Forum website

Poster Area

€ 5,000 (+VAT*)

- Supporter’s acknowledgment at the entrance to the poster area
- Supporter’s logo with hyperlink on Forum website
- Acknowledgement on Supporters’ Board on-site
- Acknowledgement on Supporters’ List in the Programme

Organisations, institutions and companies may sponsor the scientific programme by linking their name to parts of the programme only with the consent of the speakers and after approval by FENS.
PROMOTIONAL SUPPORT OPPORTUNITIES

FORUM BAGS € 12,000 (+VAT*)
Supporter will provide funding for the Forum bags which will be distributed to each FENS Forum 2016 participant.

- The bags will bear the Supporter’s logo and the FENS Forum 2016 logo
- Supporter’s logo with hyperlink on the FENS Forum 2016 website
- Acknowledgement in the Supporters’ List in the Programme
- Acknowledgement on Supporters’ Board on-site

NOTEPADS AND PENS € 2,500 (+VAT*) + provided-in-kind
Supporter will provide the participants’ notepads and pens in addition to fee.

- The notepads and pens will bear the Supporter’s name/company logo and will be distributed in the FENS Forum 2016 participants’ bags
- Supporter’s logo with hyperlink on the FENS Forum 2016 website
- Acknowledgement in the Supporters’ List in the Programme
- Acknowledgement on Supporters’ Board on-site

*This item must be approved by Kenes International as well as by the FENS prior to the production. Otherwise, Kenes International will have the right to produce these items and charges will be covered by the Supporting Company.

*It will be the company’s responsibility to pay the relevant tax, shipping and any other extraneous charges.

CYBER CENTER € 7,500 (+VAT*)
There will be a Cyber Center equipped with workstations where attendees may check e-mails. Your company’s logo will be prominently displayed.

- Opportunity to display Supporter’s company logo on screen saver
- Opportunity to provide and distribute your mouse pads from the Cyber Center
- Opportunity to provide your company’s letterhead for the Cyber Center’s printers
- Opportunity to provide and place your own carpet for branding
- Supporter’s logo with hyperlink on the FENS Forum 2016 website
- Acknowledgement in the Supporters’ List in the Programme
- Acknowledgement on Supporters’ Board on-site
**SPEAKERS’ READY ROOM**

Facilities will be available at the Forum venue for speakers and abstract presenters to check and upload their presentations.

- The supporters’ name/or company logo will appear on all signs for this room
- Opportunity to provide Supporter’s mouse pad at each workstation
- Opportunity to display Supporter’s logo on screensavers at each workstation
- Supporter’s logo with hyperlink on the FENS Forum 2016 website
- Acknowledgement on Supporters’ Board on-site
- Acknowledgement in the Supporters’ List in the Programme

**€ 7,000 (+VAT*)**

---

**HOSPITALITY SUITES / MEETING ROOMS**

An opportunity to hire a room at the Forum venue that will be used as a Hospitality Suite. Supporter will be able to host and entertain its guests throughout the FENS Forum 2016. Supporters will have the option to order catering at an additional cost.

- Opportunity to brand the hospitality suite
- Acknowledgement on directional signage outside suite

**PRICE DEPENDING ON THE SIZE OF THE ROOM**

**Branded items will carry companies’ logos only. Products advertisements are not permitted.**

---

*VAT of Denmark is currently at 25% - VAT charges are subject to change*
ADVERTISING OPPORTUNITIES

FINAL PROGRAMME € 2,000 (+VAT*)
Full inside-page color advertisement in designated section of the Final Programme. The Final E-
Programme will be available for download to all registered participants prior to the Forum.
A printed programme will be offered to delegates as an optional item to purchase.
✓ Supporter’s logo on the FENS Forum 2016 website
✓ Acknowledgement in the Supporters’ List in the Programme
✓ Acknowledgement on Supporters’ Board on-site

MINI PROGRAMME € 5,000 (+VAT*)

as Sole Support item / € 2,000 (+VAT*) as Joint Support item (maximum 3 supporters)
Acknowledgement as supporter with company logo on back page of this pocket-size, useful FENS Forum
2016 overview which will be distributed to all registered participants. (Advertisement not permitted)
✓ Supporter’s logo on the FENS Forum 2016 website
✓ Acknowledgement on Supporters’ Board on-site
✓ Acknowledgement in the Supporters’ List in the Forum Programme

PROMOTIONAL MATERIAL – BAG INSERT € 2,000 (+VAT*)
Inclusion of promotional material, (one-page leaflet), in the participants’ FENS Forum 2016 bags.
Please note that the material should be provided by Supporter and must be approved by the Secretariat.
✓ Supporter’s product information will be available for all the FENS Forum 2016 participants
✓ Supporter’s logo on the FENS Forum 2016 website
✓ Acknowledgement on Supporters’ Board on-site
✓ Acknowledgement in the Supporters’ List in the Forum Programme

PROMOTIONAL MATERIAL – DISPLAY TABLE € 250 (+VAT*)
Opportunity to place up to 1,500 flyers on the Forum display table.
Please note that the material should be provided by Supporter and must be approved by the Secretariat

PERSONALIZED PROMOTIONAL MAIL-BLAST € 2,000 (+VAT*)
A personalized company designed Email-shot/newsletter for promotion of your company/booth at the
FENS Forum to all registered congress participants, will be sent to the full list of pre-registered Forum
delegates (will include only those delegates who agreed to provide their contact details and to receive
information from the Forum organizers). Your designed mail-shot should be received in HTML format.

MULTI-COMPANY PROMOTIONAL MAIL-BLAST € 750 (+VAT*)
A multiple-company (maximum 5 companies per mail-shot) promotional Email-shot which will include
two lines (not exceeding 50 words) promoting your company and/or booth information and which may
also include your company logo with hyperlink to your company website. Your two-line company
promotional text should be received in .doc format
The commercial/technical Exhibition will be held in the Bella Center. The exhibition contains of a regular exhibition, a publishers raw and a non-profit organizations’ section as well. Special shell scheme package available below.
Please scroll down to review all the options.
Tailored packages and special requests can be discussed to suit your objectives.
Please feel free to contact the Support and Exhibition Sales Department:
Noa Freilich Pollack fensforum2016.ILS@kenes.com +41 229080488 ext:900

SPACE ONLY RENTAL (Minimum of 9sqm) Subject to approval of booth design
The price for space only is € 400 (+VAT*) per square meter. This includes:
- 3 Exhibitors’ badges
- 100 word company / product profile in the profile in the E-programme book and printed Programme book**
- Cleaning of public areas and gangways

SHELL SCHEME RENTAL
The price for shell scheme is € 475 (+VAT*) per square meter. This includes:
- 3 Exhibitors’ badges
- Shell scheme frame, basic lighting
- Table, 2 chairs and wastepaper basket
- Fascia panel with standard lettering
- 100 word company / product profile in the E-programme book and printed Programme book**
- Cleaning of public areas and gangways

Please note: Space only / shell scheme rental does not include any furniture other than specified above, electrical usage or stand cleaning. All these services and others will be available to order in the Exhibitors’ Technical Manual which will be sent several months before the Forum.

Shell Scheme Package - Price: € 3,975 (+ VAT*)
- 9sqm shell scheme Exhibition booth: Designated booths: no. #102 - #109
- 3 Exhibitors’ badges
- Shell scheme frame, basic lighting, table, 2 chairs and wastepaper basket
- Fascia panel with standard lettering
- 100 word company / product profile in the E-Programme book and printed Programme book**
- Cleaning of public areas and gangways

* VAT of Denmark is currently at 25% - VAT charges are subject to change
** Printed programme will be offered to delegates as an optional item to purchase.
NON-PROFIT ORGANIZATIONS AND PUBLISHERS
A group of booth spaces have been reserved on the Exhibition Floor Plan for non-profit organizations (designated booths: no. #80-#82, #112, #114, #118, #120A) and publishers (designated booths: no. #70 - #75). These spaces are available for the following reduced prices:

- **SPACE ONLY RENTAL** – The price for space only is €250 (+VAT*) per square meter.
- **SHELL SCHEME RENTAL** – The price for shell scheme is €325 (+VAT*) per square meter.

If a non-profit organization or publisher wishes to book a booth outside of the designated zone, the full prices will apply.

ADDITIONAL BENEFITS
When you exhibit your company will receive the following additional benefits:

- Listing as an Exhibitor on the Website prior to the Forum with logo linked to the Company website
- Listing and profile in the E-Programme and printed Programme*
  (*Printed programme will be offered to delegates as an optional item to purchase.)
- Company name on exhibition signage during Forum

ALLOCATION OF EXHIBITION SPACE
Space Allocation will be made on a “first come, first served” basis. A completed Exhibition Booking Form and Contract should be faxed / emailed to ensure reservation of a desired location. Upon receipt of the Exhibition Booking Form and Contract, space will be confirmed and an invoice will be mailed. Please note that three alternative choices should be clearly indicated on the application form. Space allocations will be made in the order in which application forms with payment are received.

EXHIBITOR REGISTRATION
All exhibitors are required to be registered and will receive a badge displaying the exhibiting company’s name and the exhibitor’s name. Three exhibitor badges will be provided for every 9 m² booked. Additional exhibitors will need to register as a corporate attendee of the FENS Forum, unless the exhibitor has an Affiliate Membership (http://www.fens.org/about/members/affiliate/howto.html) with FENS. Exhibitor registrations allow access to the exhibition area and scientific sessions. An exhibitor registration form will be included in the Exhibitor’s Technical Manual.

EXHIBITORS’ TECHNICAL MANUAL
An Exhibitors’ Technical Manual outlining all technical aspects of exhibiting will be circulated 3 months prior to the Forum. It will include the following:

- Technical details about the venue
- Final exhibition details and information
- Contractor details
- Services available to exhibitors and order forms
INSERT AND DISPLAY MATERIALS
Please note that all materials entering the venue incur a handling charge. This includes materials for inserts and display.

In order to receive a price quote for handling and to assure arrival of your materials, please be sure to complete the “Pre-Advise” form included in the shipping instructions when you receive either the Exhibition Manual.

SITE INSPECTIONS
Exhibitors and Supporters are free to visit the Forum venue at their convenience. Please contact the venue directly to arrange this. Contact information can be found in the “General Information” Section.

EXHIBITOR PROFILE
A 100-word Exhibitor Company / Product profile will be published in the list of exhibitors in the official Programme or Exhibition Booklet. The exhibitors will be uploading it to the exhibitor’s portal of FENS 2016.

EXHIBITION TERMS & CONDITIONS
The Terms and Conditions of exhibiting are included in this Prospectus. Please note that signing of the EXHIBITION BOOKING FORM AND CONTRACT indicates acceptance of these Terms and Conditions. The Exhibition Booking Form will be held as a valid liable contract, by which both parties will be bound.

An exclusive handling agent will be designated for the 10th FENS Forum of Neuroscience. The exclusivity of an agent for the handling needs of Forums refers specifically to work inside the venue. Exhibitors may use their own couriers up to the venue door and from outside of the venue door at the end of the forum. This organizational decision has been made for the safety and efficiency benefits to exhibitors and for the successful flow of the forum.

Further details will be included in the Exhibition Technical Manual.
Please visit the Forum website for continuous updates on booth availability: http://forum.fens.org/2016

*Subject to change*
ADDITIONAL INFORMATION FOR SUPPORTERS & EXHIBITORS

Applications for Support and/or Exhibition must be made in writing with the enclosed booking form.

CONTRACTS & CONFIRMATION

SUPPORTERS
Once a Support Booking Form is received a contract will be sent to you for signature with an accompanying invoice. This contract should be signed and returned with a 60% deposit payment for the Support. Upon receipt of the Support Booking Form the organizer will reserve the items listed in it. Completion of the Booking Form by the Supporter shall be considered as a commitment to purchase the items.

EXHIBITORS
Once an Exhibition Booking Form is received a confirmation of exhibition will be mailed to you with an accompanying invoice.

SUPPORT TERMS & CONDITIONS
Terms and Conditions of Support are included in this Prospectus and will be included in the Support agreement.

PROMOTIONAL ACTIVITIES
All demonstrations or instructional activities must be confined to the limits of the exhibition stand. Advertising material and signs may not be distributed or displayed outside the exhibitor’s stands. Sound equipment must be regulated and directed into the stand so that it does not disturb neighbouring exhibits.
Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise or music that is deemed objectionable.

Further details will be included in the Exhibition Technical Manual.

Please note that it is the Exhibitor’s / Supporter’s responsibility to comply with the local authority’s regulations, EFPIA (European Federation of Pharmaceuticals Industries & Associations) www.efpia.org and IFMPA (International Federation of Pharmaceutical Manufacturers & Associations) www.ifpma.org Code of Practice on the Promotion of Medicines.
BOOKING PROCEDURES AND PAYMENT INFORMATION

TERMS OF PAYMENT
60% upon receipt of the support agreement and first invoice
40% by January 5, 2016

Reservations made less than 6 months before the Congress will be subject to 100% payment upon reservation.
Reservations made less than 30 days before the Congress should provide credit card details.

All payments must be received before the start date of the Forum. Should the Supporter fail to complete payments prior to the commencement of the Forum, the Organizer will be entitled to cancel the reservation while cancellation will be subject to cancellation fees as determined below.

PAYMENT METHODS
Option 1: Payment by check (€). Please make checks payable to: 10th FENS Forum of Neuroscience.

Option 2: Payment by Bank Transfer (€). Please make drafts payable to 10th FENS Forum of Neuroscience.
Bank Account: Credit Suisse Bank Geneva, 1211 Geneva 70, Switzerland,
Bank Code 4835       Swift Number (BIC code): CRESCHZZ12A
Account Number: 693980-52-692   IBAN Code: CH12 0483 5069 3980 5269 2
All bank charges are the responsibility of the payer and must be added to the amount payable

CANCELLATION / MODIFICATION POLICY:
Cancellation or modification of support items must be made in writing to the Industry and Liaison Sales Associate (Contact information can be found in the “General Information” Section above.)

The organizers shall retain:
- 10% of the agreed package amount if the cancellation/ modification is made before 2 November 2, 2015 inclusive
- 50% of the agreed package amount if the cancellation/ modification is made between November 3, 2015 – March 2, 2016 inclusive
- 100% of the agreed package amount if the cancellation/ modification is made after March 3, 2016
Please complete all details and send to:
Ms. Noa Freilich Pollack
FENS Forum 2016
Kenes International, Rue François-Versonnex 7, CH 1207 Geneva, Switzerland
Tel: +41 22 908 0488 ext.: 900    Fax: +41 22 906 9140    Email: fensforum2016_ILS@kenes.com

CONTACT AND COMPANY NAME: ............................................................
COMPANY NAME (as to appear in all Forum publications): ............................................................
ADDRESS: ......................................................................................CITY: ............................................................
POST / ZIP CODE: ..............................................................COUNTRY: ............................................................
TELEPHONE: ..............................................................FAX: ............................................................
EMAIL: ......................................................................................WEBSITE: ............................................................
VAT NUMBER: ............................................................

I would like to book the following Support Items:

<table>
<thead>
<tr>
<th>Support item</th>
<th>Price</th>
<th>V</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Educational Opportunities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrestricted Educational Grant in Support of Existing Plenary Scientific Session</td>
<td>€ 11,000 (+VAT*)</td>
<td></td>
</tr>
<tr>
<td>Unrestricted Educational Grant in Support of Existing Symposia and/or Technical Workshop</td>
<td>€ 6,000 (+VAT*)</td>
<td></td>
</tr>
<tr>
<td>Poster Area</td>
<td>€ 5,000 (+VAT*)</td>
<td></td>
</tr>
<tr>
<td><strong>Promotional Opportunities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forum Bags</td>
<td>€ 12,000 (+VAT*)</td>
<td></td>
</tr>
<tr>
<td>Notepads and Pens</td>
<td>€ 2,500 (+VAT*) + provided-in-kind</td>
<td></td>
</tr>
<tr>
<td>Cyber Center</td>
<td>€ 7,500 (+VAT*)</td>
<td></td>
</tr>
<tr>
<td>Speakers’ Ready Room</td>
<td>€ 7,000 (+VAT*)</td>
<td></td>
</tr>
<tr>
<td><strong>Advertising Opportunities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Programme (Inside Page in designated section)</td>
<td>€ 2,000 (+VAT*)</td>
<td></td>
</tr>
<tr>
<td>Mini Programme (Sole Supporter)</td>
<td>€ 5,000 (+VAT*)</td>
<td></td>
</tr>
<tr>
<td>Mini Programme (Joint Supporter)</td>
<td>€ 2,000 (+VAT*)</td>
<td></td>
</tr>
<tr>
<td>Promotional Material - Bag Insert</td>
<td>€ 2,000 (+VAT*)</td>
<td></td>
</tr>
<tr>
<td>Promotional Material - Display Table</td>
<td>€ 250 (+VAT*)</td>
<td></td>
</tr>
<tr>
<td>Personalized Company Promotional Mail-Blast</td>
<td>€ 2,000 (+VAT*)</td>
<td></td>
</tr>
<tr>
<td>Multi-Company Promotional Mail-Blast</td>
<td>€ 750 (+VAT*)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Amount (please complete)</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

VAT of Denmark is currently at 25% - VAT charges are subject to change

☐ Provisional Booking – The item will be released if not confirmed within 14 days
☐ Please call me to discuss our support package
☐ Please send me a support contract and (60%) invoice
TERMS OF PAYMENT
60% upon receipt of the support agreement and first invoice
40% by January 5, 2016

Reservations made less than 6 months before the Congress will be subject to 100% payment upon reservation.
Reservations made less than 30 days before the Congress should provide credit card details.

All payments must be received before the start date of the Forum. Should the Supporter fail to complete payments prior to the commencement of the Forum, the Organizer will be entitled to cancel the reservation while cancellation will be subject to cancellation fees as determined below.

PAYMENT METHODS
Option 1: Payment by check (€). Please make checks payable to: 10th FENS Forum of Neuroscience.

Option 2: Payment by Bank Transfer (€). Please make drafts payable to 10th FENS Forum of Neuroscience.
Bank Account: Credit Suisse Bank Geneva, 1211 Geneva 70, Switzerland,
Bank Code 4835Swift Number (BIC code): CRESCHZZ12A
Account Number: 693980-52-692 IBAN Code: CH12 0483 5069 3980 5269 2

All bank charges are the responsibility of the payer and must be added to the amount payable

CANCELLATION / MODIFICATION POLICY:
Cancellation or modification of support items must be made in writing to the Industry and Liaison Sales Associate (Contact information can be found in the “General Information” Section above.)
The organizers shall retain:
• 10% of the agreed package amount if the cancellation/ modification is made before November 2, 2015 inclusive
• 50% of the agreed package amount if the cancellation/ modification is made between November 3, 2015 – March 2, 2016 inclusive
• 100% of the agreed package amount if the cancellation/ modification is made after March 3, 2016

We accept the contract terms and conditions (listed in this Support and Exhibition Prospectus) and agree to abide by the Guidelines for Industry Participation for the Forum.
I am authorised to sign this form on behalf of the applicant/Company.

Signature ........................................................................................................ Date ........................................................................................................

Support & Exhibition Prospectus | 23
EXHIBITION BOOKING FORM AND CONTRACT

Please note that all acknowledgements of your company and listing of company name and address will be generated from the following information. Please complete and send to:

Ms. Noa Freilich Pollack
FENS Forum 2016
Kenes International, Rue François-Versonnex 7, CH 1207 Geneva, Switzerland
Tel: +41 22 908 0488 ext.: 900 Fax: +41 22 906 9140 Email: fensforum2016_ILS@kenes.com

CONTACT NAME: ..............................................................................................................................................
NAME OF COMPANY: ..............................................................................................................................................
COMPANY NAME (as to appear in all Forum publications): ...........................................................................................
ADDRESS: ..............................................................................................................................................................
POST / ZIP CODE: ....................................................................................................................................................
CITY: .............................................................................................................................................................
TELEPHONE: ...........................................................................................................................................................
FAX: ..........................................................................................................................................................................
EMAIL: .................................................................................................................................................................
WEBSITE: ..........................................................................................................................................................
VAT NUMBER: .......................................................................................................................................................

WE HEREBY APPLY TO BOOK EXHIBITION SPACE ONLY / SHELL SCHEME SPACE, THE COST OF WHICH IS € 400 (+VAT*) / € 475 (+VAT*) PER SQUARE METRE

<table>
<thead>
<tr>
<th>Choice</th>
<th>Stand No.</th>
<th>Space Only/ Shell Scheme</th>
<th>No. of Square Metres</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Choice</td>
<td></td>
<td></td>
<td></td>
<td>€</td>
</tr>
<tr>
<td>2nd Choice</td>
<td></td>
<td></td>
<td></td>
<td>€</td>
</tr>
<tr>
<td>3rd Choice</td>
<td></td>
<td></td>
<td></td>
<td>€</td>
</tr>
<tr>
<td>9sqm Exhibition Package</td>
<td></td>
<td>Shell Scheme</td>
<td>9sqm</td>
<td>€3,975 (+ VAT)</td>
</tr>
<tr>
<td>Designated booths: #102-#108</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

VAT of Denmark is currently at 25% - VAT charges are subject to change

** Please ensure that your VAT number appear on the booking form & contract, in order to allow VAT reclaim.

Special notes: Please indicate if your stand must be located adjacent to or opposite the following companies, or if special configuration is needed: .............................................................................................................................................

☐ Provisional Booking – The booth will be released if not confirmed within 14 days
☐ Payment has been made by cheque/transfer, please forward me final confirmation and invoice
☐ Please send me a first deposit invoice for 60% of the total amount due
TERMS OF PAYMENT
60% upon receipt of the support agreement and first invoice
40% by January 5, 2016

Reservations made less than 6 months before the Congress will be subject to 100% payment upon reservation.
Reservations made less than 30 days before the Congress should provide credit card details.

All payments must be received before the start date of the Forum. Should the Supporter fail to complete payments prior to the commencement of the Forum, the Organizer will be entitled to cancel the reservation while cancellation will be subject to cancellation fees as determined below.

PAYMENT METHODS
Option 1: Payment by check (€). Please make checks payable to: 10th FENS Forum of Neuroscience.

Option 2: Payment by Bank Transfer (€). Please make drafts payable to 10th FENS Forum of Neuroscience.
Bank Account: Credit Suisse Bank Geneva, 1211 Geneva 70, Switzerland,
Bank Code 4835           Swift Number (BIC code): CRESCHZZ12A
Account Number: 693980-52-692   IBAN Code: CH12 0483 5069 3980 5269 2
All bank charges are the responsibility of the payer and must be added to the amount payable

CANCELLATION / MODIFICATION POLICY:
Cancellation or modification of support items must be made in writing to the Industry and Liaison Sales Associate (Contact information can be found in the “General Information” Section above.)
The organizers shall retain:
• 10% of the agreed package amount if the cancellation/ modification is made before November 2, 2015 inclusive
• 50% of the agreed package amount if the cancellation/ modification is made between November 3, 2015 – March 2, 2016 inclusive
• 100% of the agreed package amount if the cancellation/ modification is made after March 3, 2016

We accept the contract terms and conditions (listed in this Support and Exhibition Prospectus) and agree to abide by the Guidelines for Industry Participation for the Forum.
I am authorised to sign this form on behalf of the applicant/Company.

SIGNATURE: ..........................................................DATE ..........................................................
EXHIBITION BOOKING FORM AND CONTRACT
for Non-Profit Organizations & Publishers

Please note that all acknowledgements of your company and listing of company name and address will be generated from the following information. Please complete and send to:

Ms. Noa Freilich Pollack
FENS Forum 2016
Kenes International, Rue François-Versonnex 7, CH 1207 Geneva, Switzerland
Tel: +41 22 908 0488 ext.: 900 Fax: +41 22 906 9140 Email: fensforum2016_ils@kenes.com

CONTACT NAME: ..............................................................................................................................................................
NAME OF COMPANY: ................................................................................................................................................................
COMPANY NAME (as to appear in all Forum publications): ....................................................................................................................
ADDRESS: .................................................................................................CITY: ..........................................................................................
POST / ZIP CODE: .................................................................COUNTRY: ...........................................................................................
TELEPHONE: ..........................................................................................FAX: ..........................................................................................
EMAIL: .................................................................................................WEBSITE: ..................................................................................
VAT NUMBER: ..............................................................................................

WE HEREBY APPLY TO BOOK EXHIBITION SPACE ONLY / SHELL SCHEME SPACE, THE COST OF WHICH IS € 250 (+VAT*)
/€ 325 (+VAT*) PER SQUARE METRE

Designated booths for Non-Profit Organizations: #80–#82, #113, #112, #118, #114
Designated booths for Publishers: #70–#75

<table>
<thead>
<tr>
<th>Choice</th>
<th>Stand No</th>
<th>Space Only/ Shell Scheme</th>
<th>No. of Square Metres</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Choice</td>
<td></td>
<td></td>
<td></td>
<td>€</td>
</tr>
<tr>
<td>2nd Choice</td>
<td></td>
<td></td>
<td></td>
<td>€</td>
</tr>
<tr>
<td>3rd Choice</td>
<td></td>
<td></td>
<td></td>
<td>€</td>
</tr>
</tbody>
</table>

VAT of Denmark is currently at 25% - VAT charges are subject to change

** Please ensure that your VAT number appear on the booking form & contract, in order to allow VAT reclaim.

Special notes: Please indicate if your stand must be located adjacent to or opposite the following companies, or if special configuration is needed ..........................................................................................................................

☐ Provisional Booking – The booth will be released if not confirmed within 14 days
☐ Payment has been made by cheque/transfer, please forward me final confirmation and invoice
☐ Please send me a first deposit invoice for 60% of the total amount due
TERMS OF PAYMENT
60% upon receipt of the support agreement and first invoice
40% by January 5, 2016

Reservations made less than 6 months before the Congress will be subject to 100% payment upon reservation.
Reservations made less than 30 days before the Congress should provide credit card details.

All payments must be received before the start date of the Forum. Should the Supporter fail to complete payments prior to the commencement of the Forum, the Organizer will be entitled to cancel the reservation while cancellation will be subject to cancellation fees as determined below.

PAYMENT METHODS
Option 1: Payment by check (€). Please make checks payable to: 10th FENS Forum of Neuroscience.

Option 2: Payment by Bank Transfer (€). Please make drafts payable to 10th FENS Forum of Neuroscience.
Bank Account: Credit Suisse Bank Geneva, 1211 Geneva 70, Switzerland,
Bank Code 4835 Swif Number (BIC code): CRESCHZZ12A
Account Number: 693980-52-692 IBAN Code: CH12 0483 5069 3980 5269 2

All bank charges are the responsibility of the payer and must be added to the amount payable

CANCELLATION / MODIFICATION POLICY:
Cancellation or modification of support items must be made in writing to the Industry and Liaison Sales Associate (Contact information can be found in the “General Information” Section above.)
The organizers shall retain:
• 10% of the agreed package amount if the cancellation/ modification is made before November 2, 2015 inclusive
• 50% of the agreed package amount if the cancellation/ modification is made between November 3, 2015 – March 2, 2016 inclusive
• 100% of the agreed package amount if the cancellation/ modification is made after March 3, 2016

We accept the contract terms and conditions (listed in this Support and Exhibition Prospectus) and agree to abide by the Guidelines for Industry Participation for the Forum.
I am authorised to sign this form on behalf of the applicant/Company.

SIGNATURE: .............................................DATE ..............................................................
### TERMS AND CONDITIONS

These terms are the contractual agreement between the Organizer and the Exhibiting / Supporting Firm (Exhibitor/s / Supporter/s).

<table>
<thead>
<tr>
<th>Application to Participate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application to participate will be considered only if submitted on the appropriate forms, duly completed. Registration will be confirmed insofar as space is available. Applicants will be informed in writing of the acceptance or refusal of their application. In case of refusal, all payments shall be fully refunded. In case of acceptance Supporters/Exhibitor will be bound by the Terms and Conditions listed in the prospectus and/or contractual agreement.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Obligations and Rights of the Exhibitor/Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration implies full acceptance by the Exhibitors/Supporters of the exhibition / support regulations. Any infringement of these regulations may lead to immediate withdrawal of the right to participate in the Forum without compensation or refund of sums already paid, and without prejudice to the Exhibitor/Supporter. By submitting an application to participate, the Exhibitor / Supporter make a final and irrevocable commitment to occupy the space / items allocated and to maintain his/her installation until the date and time fixed for closure of the event. The Exhibitor/Supporter may only present on his/her stand or space the materials, products or services described in the application to participate. No advertising on behalf of firms not exhibiting is permitted in any form whatsoever. Transfer or sub-letting of all or part of the allocated spaces is prohibited.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Obligation and Rights of Organizer</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Organizer undertakes to allocate exhibition space/support items as far as possible on the basis of the preference expressed by applicants. Application will be considered in order of receipt of application forms accompanied by payment. The Organizer reserves the right, in case of absolute necessity, to modify the positioning of stands, with no obligation to provide compensation to Exhibitors/Supporters. The Organizer reserves the right to offer to a different firm any stand, space or support item that has not been occupied by the event of the opening of the Forum, with no obligation to provide compensation to the defaulting Exhibitor / Supporter.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liability Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment and all related display items installed by Exhibitors / Supporters are not insured by the Organizer, and the Organizer under no circumstances will be liable for any loss, damage or destruction caused to equipment, goods or property belonging to Exhibitors / Supporters. The Exhibitor / Supporter 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. The Exhibitor/Supporter shall hold harmless the Organizer from any and all damages/claims including those usually covered by a fire and extended – coverage policy. The Supporter/Exhibitor will purchase insurance policies for the above listed damages.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exhibition Regulations</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Exhibition Manager, acting under direction of the Organizing Committee, has the final decision as to the acceptability of displays. Exhibitors are not to share with others any space allotted to them without prior written consent by the Exhibition Manager. The Organizer reserves the right to alter the general layout or limit the space allotted to each Exhibitor / Supporter, postpone the exhibition or transfer it to another site if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the exhibition, the Organizer will not be held liable for expenses incurred other than the cost of exhibit space rental fees.</td>
</tr>
</tbody>
</table>

All exhibits are to be displayed so as to avoid blocking aisles, obstructing adjoining booths, damaging the premises or the leased equipment. Exhibitors are kindly requested to allow sufficient see-through areas, which ensure clear views of surrounding exhibits. In standard booths, height is restricted to 246cm. Exhibitors are responsible for the cost and execution of the design, installation and delivery of their display to (and its removal from) the exhibition site. Flammable materials are not to be used. Equipment displayed or demonstrated must be installed with strict adherence to safety measures. Exhibitors undertake to observe the timetable designated for completion of their display before the exhibition opening and its’ dismantling at the close of the exhibition. No dismantling or packing of the display before the designated hour. It is the Exhibitor’s responsibility to pack and remove or consign for shipment all items of value prior to leaving their exhibit unattended, otherwise the Organizer will arrange for their removal at the Exhibitor’s risk and expenses. Exhibitors are obliged to ensure that their stands are permanently staffed during the exhibition opening hours. Payment is to be made in accordance with the conditions of payment listed in the prospectus. Should the Exhibitor / Supporter fail to make a payment on time, the Organizer is entitled to terminate the contract, withdraw confirmation of acceptance, make other arrangements for the stand / support items or seek compensation for non-fulfilment of contract. Participation by Exhibitors/Supporters is dependent upon compliance with all rules, regulations and conditions stated herein. Access to the exhibition is authorized on presentation of a badge issued by the Organizer. Exhibitors’ badges will not be mailed in advance and may be collected from the Exhibition Manager’s desk. The Organizer ensures daily cleaning of the aisles. Exhibitors/Supporters are responsible for the cleaning of their stands. The provision of refreshments for the participants by Exhibitors is only permitted if the catering regulations of the exhibition building concerned are observed. Exhibition areas and fittings made available to Exhibitors must be handed back in their original condition. In case of damage or loss of equipment provided, or damage to areas occupied, repair and replacement will be charged to the Exhibitor. Any special decoration or fittings must be submitted to the Organizer for prior authorization. Advertising panels and display are not permitted outside the exhibition areas allotted to Exhibitors. The Organizer will not approve stands, which do not comply with the accepted standards, until the necessary changes have been made. **Code of Practice**

It is the Exhibitor’s / Supporter’s responsibility to comply with the local authority’s regulations, EFPIA (European Federation of Pharmaceuticals Industries & Associations) www.efpia.org and IFMPA (International Federation of Pharmaceutical Manufacturers & Associations) www.ifmpa.org Code of Practice on the Promotion of Medicines. Failure to comply with these regulations may not be used as a ground to declare the contract void. Failure to comply with the Rules and Regulations will not expose the Organizer to any suits, demands by the Supporters/Exhibitor /any third party.