

## **Attention - New Date!**

**For given reasons, the EHEDG World Congress will be postponed to October 12 and 13, 2022.**

The agreed sponsor conditions will not change, and your booked sponsorship package will remain the same without any further action required on your part.

The current situation resulting from the COVID-19 pandemic and its worldwide effects are currently not fully predictable, and they will expectedly continue until later this year. As a prerequisite for a successful event there should be no worldwide travel restrictions, however, a release of the travel ban cannot be guaranteed until autumn this year. EHEDG has therefore decided to postpone its EHEDG World Congress from October 2020 to October 2022.

**Please note that this is a postponement and not a cancellation.** The overall Congress conception will remain the same except for changing the event date.

However, this postponement will allow the best possible preparation, further communication, and additional presentation possibilities at the forefront of the event.

We are currently implementing additional possibilities for a successful presentation of your company and your products on the congress website, where you will find numerous potential business contacts as early as summer 2021.

### **You will benefit from the following additional options for free use:**

- 3 news per month on the website under the "News" header
  - an advertisement and a technical report in the online magazine inside "hygienic design" which will be published on 30 September 2021
  - Presentation of 10 products on the Congress website
- For all contributions, you will receive click statistics and the possibility to communicate with all persons who are registered on the platform / for the congress
- Clicks on the congress website will be counted
  - The clicks on the platform will show the name of the person who clicked onto your post

As soon as you have posted your contributions, we will start extensive marketing activities for you.

Let's make efficient and successful use of the additional time gained until holding the Congress.

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### Timer

#### General

Due immediately upon registration      Payment sponsorship fee  
Invoices will be sent as of 1 January 2020

#### December 2019

Until 31 December 2019	Administrative Fees for Cancellations	0%
After 31 December 2019	Administrative Fees for Cancellations	100%

#### January 2022

As of 01 January 2022	Preparation of the detailed hall plan
As of 31 January 2022	Hall plan will be made accessible

#### July 2022

Until 31 July 2022	Layout of the graphic walls and company logos provided Company Information – latest appointment to submit the material Booking of additional features and special requests Possibility of registration for sponsors
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#### September 2022

Until 15 September 2022	All booth personnel registered
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#### October 2022

11 October 2022	Assembly: 2:00 pm – 6:30 pm
13 October 2022	Dismantling: 5:00 pm – 6:00 pm

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## **I. General Requirements**

### **1. Registration as sponsor**

Participation in the event is subject to booking on our website. The sponsor's application is a contractual offer to the organiser. Upon booking, the sponsor accepts the General Terms & Conditions as well as all conditions of participation detailed below. He is also liable for his staff's adherence to these Terms & Conditions while working on his behalf at the event. The decision to accept an sponsor's application is taken by the organiser by sending out written confirmation by post in the form of an invoice for the payment amount. If confirmation is sent out, a contract is established between sponsor and organiser. The organiser will be allowed to turn down sponsors for justifiable reasons, especially if the floor space is booked out. The organiser is allowed to focus on special target groups of sponsor segments. He is entitled to limit the trade fair exhibits and to change the registered booth spaces. The products and services offered by the sponsor must be classifiable under one of the bookable areas or topics of the event listed on our website. The contents are described in the applicable website sections. Service providers in the fields of education and training or further education as well as any kind of event agencies are not permitted to take part.

With his registration, an sponsor will automatically be transferred to the Community „x4com“, that means that a company profile will automatically be generated for the sponsor and be shown as a company account. Through this, the company logo of the sponsor will automatically be fitted and shown on the profile. Through registration, the event management and the operators of the Community „x4com“ gain the rights from the sponsor to publicly use possible company licenses and brands within the company profiles. The sponsor is obligated to maintain his profile and the communication that lies there in a way that does not infringe upon legal prohibitions or requirements, has common decency, and/or violate the rights of third-party users. The operators of the Community „x4com“ are entitled to block and/or delete accounts when any knowledge of legal violations occur on part of the sponsor.

Within the Community „x4com“, the sponsor gains access to possibilities of connecting and exchanging information with registered delegates. The sponsor guarantees that they will only communicate with Community-Members who have presented themselves as open contacts to the sponsor.

### **2. Payment and Cancellation Terms**

2.1 The sponsor fee is to be paid in full within the following deadlines. All payments are immediately due upon receipt of invoice. Entitlement to participate is only granted once full payment of the sponsor fee has been received. Receipt of payment will not be confirmed.

2.2 Cancellations must be notified in writing to EHEDG office. In the event of a cancellation the following administration fees will be charged:

1. Until 31 December 2019	0%
2. After 31 December 2019	100%

2.3 The event organiser reserves the right to cancel the event should there be an insufficient number of bookings. Should the event organiser cancel the event, any sponsor fees already paid shall be refunded in full. No further claims can be lodged against the event organiser. If the event has to be stopped prematurely or cancelled for reasons of force majeure, the sponsor cannot claim for a refund or reduction of the booth rental fee.

### **3. Booth Assignment / Booth Location**

The event organiser will assign booths as of 01 January 2020. Any special requests stated by the sponsor are taken into consideration as far as possible. Terms are binding only upon receipt of payment. The event organiser may also make subsequent alterations to the booth and, in particular, alter the exhibition space of the sponsor in terms of location, type, dimensions and size if it is necessary to do so for safety reasons or to comply with public order regulations. Claims for compensation may not be derived as a result thereof. The sponsor must accept that the location of other booth spaces may have changed since the time they were approved.

### **4. Co-Sponsors / Partner Companies**

Co-sponsor are not allowed.

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## 5. Set-up and Dismantle Times

Work in the halls is permitted during the general set-up and dismantling hours provided that the security has not announced other times. For reasons of general safety in the exhibition grounds, will be kept locked outside these times. The event organiser will specify the general set-up and dismantling times. After the official end of installation, only finishing work on booths within the sponsor's own exhibition space is permitted. Visitor aisles must be cleared by this time.

Set-up hours: 11 October 2022 2:00 p.m. – 6:30 p.m.  
Dismantling hours: 13 October 2022 5:00 p.m. – 6:00 p.m.

Set-up and dismantling time may be extended. However, any additional costs related to additional time required will be charged to the sponsor.

## 6. Set-up and Design of the Booths

I-EC GmbH or its partners will carry out the set-up and design of the booth. Information on the booths and the equipment provided can be found in a separate section.

All sponsors must ensure that their advertising spaces do not encroach upon other sponsors' booths in any way.

Approval must be given for exhibits with a height of more than 2.00 m (maximum height of the booth), by the event organiser after receiving the corresponding plans. The reverse sides of the booth walls facing the neighbouring booth must be neutral (covered in white). Ideally, the rentable additional space will be used to present such exhibits. Placement of any advertising material, e.g. lettering on exhibits, is not permitted above the booth height of 2.00 m.

Any form of additional booth construction is not permitted. Please use only the monitors provided (if included in your booked booth version) and the designated area on the walls for your advertising.

Please note that sticking posters, advertisements or additional advertising lettering on the booth walls is not allowed.

Fire safety regulations must be observed for all materials used.

The organiser may request the removal of items if they infringe the general and technical specifications, if they are deemed to be of a nuisance, a hazard or unsuitable, or if they evidently contravene industrial property rights (e.g. illegal copies). If the sponsor does not follow the organiser's instructions, the organiser is entitled to remove the exhibits at the sponsor's expense.

The event organiser is entitled to shut down and/or, if necessary, remove the booth in the event of any violation. In such a case, the sponsor is liable for payment of the full exhibiting fee and any ensuing costs incurred.

## 7. Terms of Use

7.1 The terms of use must be strictly observed by the sponsor on the exhibiting grounds. Staying overnight in the halls and open grounds is prohibited. The sponsor must show consideration towards other participants at the event, must not offend common decency, and must not misuse his participation in the event for ideological, political or other purposes unrelated to the event.

7.2 In regards to all disturbances to the event – displaying outside of your exhibition zone, audio is heard beyond the boundaries of your zone, offensive visual presentations or similar disruptive behaviours – are examples of when the event organiser has the right to intervene. In extreme cases, the right is reserved to ban any violators from the event.

7.3 The sponsor must contact GEMA [German equivalent of the Performing Rights Society] in the following cases: when including live music, recorded music, vinyl records, cassettes, CDs or DVDs, when playing films with soundtracks, videos with music or if you require an AV or TV medium.

## 8. Booth Maintenance

The sponsor undertakes responsibility to ensure their booth is properly equipped and managed with competent staff for the entire duration of the congress and the prescribed opening hours. It is especially important to ensure that in each case the booth is fully manned by the time of the event's opening.

**Removal of trade fair goods from the premises or dismantling booths before the end of the congress is prohibited. In the event of this provision being violated, the event organiser reserves the right to demand payment of a contractual penalty of 5.000,- Euro from the sponsor.**

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## 9. Culinary Concerns, Booth Delivery

All gastronomic concerns within the limits of the Congress are decided upon only at the organizers' discretion.

## 10. Advertising and the Press

Advertising of any kind within the area of the booth rented by the sponsor is only permitted for the sponsor's own company only for the products made or sold or the services provided.  
Equipment for visual or acoustic advertising must be approved in writing by the event organiser.

Promotional measures outside the booth require the approval of the event organiser.

The event organiser is entitled to prepare and publish documentation material for public relations concerning the event and trade fair activity. This right applies for all media e.g. print, online, radio and television.

## 11. Photography and other Video Recordings

All types of visual recordings, especially photography and film/video recordings are prohibited throughout the entire location. Exceptions to the above-mentioned bans require the express written approval of the organiser.

### 11.1 Exceptions for photography

The sponsor is, however, entitled to make photographs or drawings of his own stand or his products exhibited during the event's opening hours. Making photographs of other sponsor's stands is strictly prohibited.

### 11.2 Exceptions for other visual recordings

Visual recordings require the express written approval of the organiser. This express written approval of the organiser will only be of a preliminary nature until the event organiser has checked and approved the visual recordings made.

### 11.3 Utilisation by the organiser

The organiser is entitled to produce or commission the production of video or audio recordings, as well as drawings of exhibits or individual exhibits for the purpose of documentation or for his own publications. This provision also applies to recordings of persons.

### 11.4 Press and media

Activities of the media, such as radio, television, film, daily and trade press, for the purpose of press coverage are not affected by this provision.

## 12. Termination

The event organiser retains the right to terminate the contract in the event of the sponsor subletting his exhibition space or transferring it to a third party without obtaining permission. In such a case the sponsor must pay the sponsorship fee in full.

## 13. Liability

The event organiser is liable for any personal or property damage only if he acts with gross negligence or intent. Liability on the part of the event organiser for damages to trade and exhibition goods as well as to booth furnishings is excluded as far as legally permissible.

It is the duty of the sponsor to ensure that he has taken out adequate insurance cover. We recommend taking out sponsor insurance to cover transport and exhibition risks, wherever this is not included as part of standard company insurance.

## 14. Verbal Agreement

All verbal agreements, individual consent and special rulings are only valid following confirmation in writing from the event organiser.

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### **15. Sponsor's Claims, Written Form, Place of Fulfilment, Place of Jurisdiction**

All claims against the organiser must be made in writing. The statute of limitation commences on the last day of the event. All agreements deviating from these Terms & Conditions must be made in writing. The German version applies at all times, whereby German law shall apply exclusively with regard to the meaning and interpretation of the terms used herein.

Place of fulfilment is Munich, place of jurisdiction is Frankfurt.

The event organiser reserves the right to assert his claims in the district court where the sponsor has his registered office.

### **16. Event Manager**

The event manager is entitled to exercise his domiciliary right on the trade fair premises. He is responsible for compliance with public safety regulations. The exhibition manager is also entitled to shut down the event. The instructions given by the exhibition manager are to be followed at all times. The exhibition manager is to be notified immediately in the event of any special incidents that may affect the safety of anything involved with the event.

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## II. Detailed requirements / information

### 1. Event location

Science Congress Center Munich  
Walther-von-Dyck-Strasse 10  
85748 Garching bei München  
Germany

### 2. Business Hours

1<sup>st</sup> day: 12 October 2022 8:00 a.m. – 5:00 p.m.  
Registration 8:00 a.m.  
Lectures 9:00 a.m.  
2<sup>nd</sup> day: 13 October 2022 8:00 a.m. – 5:00 p.m.

Booth personnel entry time: 7:45 am

### 3. Themes / Topics

For further information on the themes and topics of each event, please visit our website.

### 4. Exhibition Booth

An exhibition booth may be booked on the website of the event under 'Sponsorship'. Sponsoring is only allowed for EHEDG Member Companies.

**Registration deadline for sponsors is 31 July 2022.**

#### 4.1 Sponsorship packages and pricing information

You can select several packages. The booth equipment, as described in the below, is already included.

The number of booths available for booking in each category is fixed. Exhibition booths will be allocated only on receipt of completed registration form. Sponsors are not automatically entitled to a particular booth model.

Booths can only be reserved under exceptional circumstances, for a maximum period of 2 weeks, following which they automatically become available again for booking by other sponsors. The reservation in itself does not constitute a claim to the reserved booth. No booth reservations will be admitted after 31 December 2019.

#### Platinum Sponsorship (8)

EHEDG members: EUR 11.900,00

Special benefits of Platinum Sponsorship (8) includes:

- Special benefits of Gold Sponsorship (8), plus:
- TV monitor (43") at the booth
- advertisement in the congress magazine
- specialist article in the congress magazine
- company logo on the cover of the congress magazine
- Full package congress registrations for two additional attendees
- Congress dinner attendance included for two additional attendees

#### Gold Sponsorship (8)

EHEDG members: EUR 8.900,00

Special benefits of Gold Sponsorship (8):

- Exhibition booth of 8 sqm in the Congress area
- Full package congress registrations for two attendees
- Congress dinner attendance included for two attendees
- Publication of the company logo on the EHEDG congress website
- "Gold Sponsor" logo for use in own media
- Company logo on congress signs / boards
- Give-aways in the official congress bag
- Company logo in the final congress programme and congress magazine & notepad
- Acknowledgement in congress press releases and on social media

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Gold Sponsorship (8) stands have the following technical features:

- 8 m2 (4m x 2m)
- Graphicwall
- 1 counter
- 2 literature stand
- 1 500 W socket

## **Gold Sponsorship (6)**

EHEDG members: EUR 7.900,00

Special benefits of Gold Sponsorship (6):

- Exhibition booth of 6 sqm in the Congress area
- Full package congress registrations for two attendees
- Congress dinner attendance included for two attendees
- Publication of the company logo on the EHEDG congress website
- "Gold Sponsor" logo for use in own media
- Company logo on congress signs / boards
- Give-aways in the official congress bag
- Company logo in the final congress programme and congress magazine & notepad
- Acknowledgement in congress press releases and on social media

Gold Sponsorship (6) stands have the following technical features:

- m2 (3m x 2m)
- Graphicwall
- 1 counter
- 2 literature stand
- 1 500 W socket

## **Silver Sponsorship**

EHEDG members: EUR 4.900,00

- Special benefits of Silver Sponsorship:
- Full package congress registration for one attendee
- Congress dinner attendance included for one attendee
- Publication of the company logo on the EHEDG congress webpage
- "Silver Sponsor" logo for use in own media
- Company logo on congress signs / boards
- Give-aways in the official congress bag
- Company logo in the final congress programme and congress magazine & notepad
- Acknowledgement in congress press releases and on social media

The quoted prices are shown excluding the statutory VAT.

## **4.4 Additional Costs**

### **Not included in the package price:**

- Set-up and dismantling by sponsor
  - storage and transportation
  - assistance by staff
- Additional power connections
- Additional booth equipment

## **4.5 Additional Booth Equipment**

Additional equipment to complete your booth fittings may be booked in your login area under 'stand' until **31 July 2022** at the latest. Booth equipment that is part of a booth model package may not be changed for other equipment.

Mounting your own additional booth equipment is possible under certain circumstances. Special requests must be submitted to the exhibition organiser by **31 July 2022** at the latest. These will be taken into consideration as far as possible.

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Erection of additional advertising material is not permitted. Please use only the monitors provided (if included in your booked booth model) and the designated area on the walls for your advertising.

Please note that sticking posters, advertisements or additional advertising lettering on the booth walls is not permitted.

In case of a violation of these rules on the part of the sponsor, the event organiser reserves the right to shut down the booth or have the additional unauthorised equipment removed. The organiser also reserves the right to impose a contractual penalty of 1000,- Euro.

## 4.6 Exhibits in your Booth

Exhibits with a height of more than 2.00 m (maximum height of the booth/side walls) are only permitted after presentation of the appropriate plans and receipt of the organiser's approval. The reverse sides of the booth walls facing the neighbouring booth must be neutral (covered in white). Ideally, the rentable additional space will be used to present such exhibits. The exhibits may feature the usual company logos or product names for the purpose of identifying the product, but not for advertising purposes. Placement of additional lettering on exhibits is not permitted if it exceeds the booth height of 2.00 m.

## 4.7 Design and Layout of Walls

**IMPORTANT notice:** please ensure that the design and layout of the exhibition booth walls conforms to the specifications provided. In case you have any queries, please contact us directly in order to avoid any misunderstandings. Please note walls, which do not conform to the specifications, may not be constructed.

Detailed information on designing the walls can be found in your login area.

As specified in the login area, the layout of the walls and your company logo must be submitted no later than **31 July 2022**.

## 4.8 Attendees

Your attendees must be registered **by 15 September 2022** at the latest. Please register all directly in the login area under "personnel".

## 4.9 Food and Beverages

Food and beverages may only be served in the areas designated by the organiser. Serving food or beverages in the booked exhibition booth is not permitted.

## 4.10 Exhibition Hall Floor Plan

The exhibition hall floor plan will be published and available by 31 January 2022.

## 4.11 Parking Permits

For parking permits see website from Science Congress Center Munich

## 4.12 Deliveries + Storage – Mail and Packages

A delivery, after appointment, can be made to the following address after 11 October 2022, 2:00 p.m.:

Mailing Address:  
Science Congress Center Munich  
EHEDG World Congress / Boothnumber  
Walther-von-Dyck-Strasse 10  
85748 Garching bei München  
Germany

## 4.13 Waste disposal

The event organiser will be in charge of the waste disposal in the exhibition halls. Packaging material etc. may not be stored in the halls. The sponsor is responsible for the disposal of packaging material.

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## 4.14 Technical Guidelines for the Science Congress Center Munich

As an sponsor at the congress center there are existing standards on site that must be observed and respected.

## 5. Congress Delegate Fees

**EHEDG Members** excl. 19% German VAT

Booking as of January 2020    EUR 690.00  
Gala Dinner (additional Guest)    EUR 100.00

**Regular fee (non-EHEDG Members)** excl. 19% German VAT

Early bird fees - before 31 May 2022    EUR 690.00  
Booking as of 01 June 2022    EUR 890.00  
Gala Dinner (additional Guest)    EUR 100.00

## 6. Food and Beverages

Food and beverages will be provided free of charge to sponsors and delegates.

## 7. Login Area

Following registration as sponsor, you will receive your login data for one login area which has been created exclusively for you to manage your data. You can access this area from each of the different event web pages in the 'Login' section.

Here, taking into account the time requirements set by the Timer, you can make changes to your exhibition booth, register your booth staff, prepare your presentation at the booth or on the Internet and plan your contributions at the event.

You can also establish the latest status of delegate registrations at any time.

## 8. Organizer

EHEDG Stichting  
Dr. Catzlaan 19  
1261 CE Blaricum  
The Netherlands

### Contact persons

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