

EXHIBITION & SPONSORSHIP TERMS AND CONDITIONS

Definitions

Sponsor means a legal person that has completed a Partnership Application Form and paid for their booking to participate as a sponsor at the event in accordance with these terms and conditions.

Exhibitor means a legal person that has completed a Partnership Application Form and paid for their booking to participate as an exhibitor at the event in accordance with these terms and conditions.

Partnership Application Form means a completed, signed and dated booking form to reserve participation at the event either as a Sponsor or as an Exhibitor.

Package means the package selected on the Partnership Application Form.

Sponsor & Exhibitor Guidelines

The Sponsor shall read and comply with the terms and conditions stated herewith and the rules regulations and guidance set by the owner of the venue at which the event will be held. Booking implies full acceptance of these guidelines.

Sponsor and Exhibitor's Rights and Obligations

By submitting the Partnership Application Form, the Sponsor/ Exhibitor makes a final irrevocable commitment to occupy the allocated virtual space until the time for closure of the Event. The Sponsor/ Exhibitor may only represent itself. Transferring or subletting all or part of the space/virtual space allocated to the Sponsor/ Exhibitor is strictly prohibited.

Sponsors of the following activities are not permitted to:

- Directly or indirectly influence the content or materials of the accredited activity
- Identify learning needs of the target audience of the sponsored event
- Develop educational activities for the sponsored event
- Select education methods for the sponsored event
- Select speakers, moderators, authors or facilitators
- Develop or deliver content for the sponsored event
- Evaluate learning outcomes for the accredited activity

Nothing in these Terms and Conditions or participation in the event generally shall give the Sponsor/ Exhibitor any right to use IBCQ 2021 or its organizers, supporters and partners' name or logo in any way whatsoever without prior written consent of the concerned party.

Organizers' Rights

Organizers shall ensure that in line with Ministry of Public Health, Department of Healthcare Professions (DHP) Ethical Standards for Accredited Activities product-specific advertising, promotional materials or branding strategies cannot be included on, appear within or adjacent to:

- any educational materials, slides, abstracts and handouts used as part of an accredited CPD activity;
- activity agendas, programs or calendars of events (preliminary and final);
- any webpages or electronic media containing educational material.

Product-specific advertising, promotional materials or branding strategies cannot be included on/ appear within locations where accredited CPD sessions are occurring (e.g. lecture halls, small group discussion rooms) immediately before, during or immediately after an accredited CPD activity.

Commercial exhibits or advertisements must be arranged in a location that is clearly and completely separated from the accredited CPD activity.

The IBCQ 2021 Committee cannot be required by an Exhibitor, Sponsor or Advertiser to accept advice concerning the CPD activity development, delivery or evaluation as a condition of their exhibit or advertisement. Specific interests of any exhibitor or advertiser must have no direct or indirect influence on any aspect of the CPD activity development, delivery or evaluation.

The IBCQ 2021 Committee cannot be required to accept advice from a Sponsor or Exhibitor as a condition of receiving financial and in-kind support. Specific interests of any Sponsor or Exhibitor must

have no direct or indirect influence on any aspect of the development, delivery or evaluation of an accredited CPD activity.

Any incentive provided to participants associated with an accredited CPD activity must be approved by the CPD provider organization.

Social activities associated with CPD activities cannot occur at a time or location that interferes/ competes with or takes precedence over accredited CPD activities.

Any infringement of these Terms and Conditions may lead to the immediate withdrawal of the Sponsor or Exhibitor's right to participate in the event without compensation or refund of sums already paid.

Upon receipt of the Partnership Application Form, IBCQ 2021 Committee reserves the right to reject applying Sponsors/ Exhibitors whose activities are not in line with, or related to, the purpose of the event.

The IBCQ 2021 Committee/ CPD provider organization cannot schedule unaccredited CPD activities to take place at times and locations that interfere or compete with accredited CPD activities.

Unaccredited CPD activities cannot be listed or included within activity agendas, programs or calendars of events (preliminary and final).

The IBCQ 2021 Committee must recognize and disclose to participants all financial and in-kind support received from Sponsors of CPD activities.

All financial and in-kind support received must be recognized using the standard acknowledgement statement "This CPD activity is supported by financial and/or in-kind support from the following Sponsors:"

The organizer will ensure that sponsorship recognition must appear on a page separate from the educational content, activity schedule, learning objectives, and accreditation statement.

The organizer as the CPD provider organization has an obligation to ensure that their interactions with Sponsors meet professional and legal standards including the protection of privacy, confidentiality, copyright and contractual law regulations.

The organizer will endeavour as far as possible to allocate space to the Sponsor/ Exhibitor on the basis of the Sponsor/ Exhibitor's preference, subject to allocations being made on a first come first served basis.

The Organizer will not be held liable in any way if the event attracts a lower than expected number of Sponsors/ Exhibitors or delegates.

The Organizer shall be entitled to offer to another company any space or package that the Sponsor/ Exhibitor fails to occupy by the time the event opens without any obligation to provide compensation to the defaulting Sponsor/ Exhibitor.

Reservation and Confirmation

Completion of a Partnership Application Form by a Sponsor/ Exhibitor will be considered as a commitment to purchase the selected items. Once a completed Partnership Application Form has been accepted, a deposit invoice will be issued by the Organizer for total cost of the chosen Package. The deposit payment is non-refundable.

Upon receipt of the completed Partnership Application Form, the Organizer shall reserve the items selected. The booking will be confirmed once the payment has been received in full.

Payment Terms

Payment terms are due strictly 15 days from the date of issue of the invoice and must be paid in full.

If any Sponsor/ Exhibitor fails to make full payment before a 15 days window of the Event, the Organizer reserves the right to cancel that Sponsor/ Exhibitor's participation in the event and they will not be permitted access to the location and will have their information deleted from the event website, event literature and paraphernalia.

Payment Methods

Payments can be made by direct bank transfer or credit card.

Cancellation Policy and Cancellation Charges

Any cancellation notices must be made in writing to the Organizer.

The following cancellation charges apply for any cancellation made by the Sponsor/ Exhibitor:

- No refunds will be issued against the cost of any chosen Package and the cost of the chosen Package will be invoiced in full.
- If the event is cancelled by the Organizer, the deposit paid by Sponsor/ Exhibitor shall be refunded in full.

Event Attendees

Limited complimentary registration and/ or exhibition only passes are included in the sponsorship and exhibition packages.

Force Majeure

In the event of force majeure (including without limitation to the generality of the foregoing fires, terrorist attacks, strikes, damages or other fatal occurrences) the Organizer reserves the right to cancel the event and it shall only be obliged to reimburse the payments received subject to deduction of any costs that it has incurred in preparing the event.

Limit on Liability and Insurance

Equipment and exhibits and other property of the Sponsor/ Exhibitor are not insured by the Organizer and under no circumstances shall the Organizer or any of its contractors be responsible for the safety of any exhibit, the property of any Sponsor/ Exhibitor, or any loss damage or destruction by any cause of any of the exhibits or property of the Sponsor/ Exhibitor or any loss damage or injury caused to any other person.

The Sponsor/ Exhibitor shall indemnify and hold harmless the Organizers and its supporters, partners and contractors from and against any act or omission of the Sponsor/ Exhibitor, its staff, against or personnel (even if hired on a temporary basis).