

TERMS AND CONDITIONS OF SPONSORSHIPS – EUROPEAN REGULATIONS

These joined iDLTG-PGC SHBPS Sponsorship Opportunities and General Terms and Conditions are unique to the 5th International Congress of Living Donor Liver Transplantation Group (iDLTG) and 21st Postgraduate Course (PGC) of the BSHBPS, Brussels, Belgium, on October 15-16th 2021. Please note that we reserve the right to modify these Terms and Conditions slightly in case the congress will be turned into a hybrid or virtual event due to special circumstances such as COVID-19.

1. Reservations policy

Confirmation of sponsorship and allocation of benefits (Exhibit space location, meeting timeslots, signage, ...) will be allocated on a first come, first served basis.

2. Payment policy

As soon as the sponsor confirms his choice in writing, MCI Benelux on behalf of iDLTG will raise an invoice for the company's participation in the program. A 50% deposit of agreed sponsorship items is required upon receipt of the invoice. The remainder of the agreed sponsorship amount is due by May 5th, 2021 at the latest.

All prices mentioned in the Sponsorship Brochure are excluding VAT. VAT, where applicable, will be added on the invoice.

For application forms signed after May 5th, 2021, the total amount must be paid by credit card upon receipt of the invoice. Please note that a 2.5% fee will apply when paying by credit card.

For payments not received in due time, the industry will not be listed in the printed program or any other printed collateral, signage or branding of the event.

Sponsors will not be permitted to set up their exhibit or organize any selected item until full payment has been made.

3. Cancellation policy

As soon as the contract has been received and approved, the sponsor is liable for all associated fees outlined in the contract. Cancellations must be made in writing to the Congress Secretariat.

Cancellation until May 5th, 2021: 50 % of the total amount is due.

Cancellation on or after May 5th, 2021 to congress date: 100% of the total amount is due.

4. General conditions

All activities organized by companies involving participants in the meeting must be approved by iDLTG. iDLTG reserves the right to refuse a sponsor whose products, business, aim or services, are not - in the opinion of iDLTG - compatible with the general character and objectives of the congress or of iDLTG.

Distribution of drinks and meals must be in compliance with rules of the meeting venue. The Congress Secretariat can be contacted for more information on this, and to help coordinate catering.

iDLTG may accept multiple sponsors for the items listed in the sponsorship opportunities, unless otherwise indicated. iDLTG may modify the meeting program without notice. Sponsors will make sure to follow the rules and regulation of iDLTG and of the Hotel Le Plaza.

The 5th International Congress of iDLTG Group and 21st PGC of the BSHBPS will be organized in a sustainable manner as much as possible, meaning that materials used will be sustainable, no plastic will be used but drinking bottles or reusable cups will be provided instead. We also ask each sponsor to adhere to these aspects and provide sustainable/reusable materials if applicable.

5. Assignment of exhibit space

Space will be allocated on a first-come first-served basis taking into account the time when the Congress Secretariat receives the signed sponsorship booking form.

6. Promotional and booth activities

No sponsor may operate in a way that violates the rights of another sponsor. Exhibits must not project beyond the space allocated and may not obstruct the view or interfere with the traffic of other exhibits. All exhibits are to be conducted in a dignified manner. No soliciting of attendees in the aisle or any high-pressure sales pitch of any kind is permitted.

Demonstrations and the distribution of literature and samples should take place inside the assigned booth. Booths are to be kept clean and in good order. No part of any exhibit, or signs relating thereto, shall be posted, nailed or otherwise attached to columns, walls, floors or other parts of the facility, in any way. Damage arising from failure to observe these rules shall be payable by the sponsors. Sponsors' promotional activities are confined to the actual booth space purchased, or in areas approved by iLDLTG.

Demonstrations, samples, materials and sales activities (taking orders for future fulfilment) are permitted only within the confines of a sponsor's rented space or after approval by iLDLTG. Samples or souvenirs may not be sold and may not be distributed in a manner which, in the sole and exclusive judgment of iLDLTG, blocks the aisles or in any way handicaps other sponsors or impairs the flow of attendees. No sales transactions are allowed on the exhibition hall floor; however, sponsors are permitted to take orders for future fulfilment.

7. Sound

Exhibits which include the operation of musical instruments, radios, sound projection equipment, or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons, nor cause the aisles to be blocked. Operators of noisemaking exhibits must secure approval of operating methods before the exhibit opens. MCI Benelux on behalf of iLDLTG shall be the sole judge of what constitutes appropriate sound levels.

8. Irregular Activities

All giveaway items and the exhibitor products must be submitted for approval to iLDLTG at the latest three (3) weeks prior to the opening of the exhibition. All exhibitors distributing approved "stick-ons" may not place the "stick-ons" on the attendees' badges.

9. Contests/giveaways

As long as consistent with applicable country and local laws, prize contests and drawings are permissible. Notice of any contests, giveaways or drawings must be given to the Congress Secretariat by writing before September 5th, 2021. Any prizes, draws or giveaways held or offered through the meeting must be made available to all registered attendees and guests. Notification of winners is the sole responsibility of sponsors. Microphone announcements are not permitted on the booth, unless accepted by iLDLTG in advance.

10. Changing/expanding booth space

iLDLTG is not responsible for contacting sponsors to change booth spaces if desired booth space is already taken by another sponsor. It is the responsibility of the sponsor requesting the additional space to contact the other sponsor to request a change and provide notification in writing to the Congress Secretariat. This does not apply to original booth assignments, as it is iLDLTG's policy to call sponsors for alternative booth selections if their choices are not available. As indicated on the floor plan, booth assignments may be subject to change.

11. Photography/videotaping

Photography (including camera enabled cell phones), videotaping or examining another sponsor's equipment or display without that sponsor's permission is forbidden. If permission is granted, this must also respect the GDPR guidelines.

12. Subletting of space

Subletting of space is not permitted. Two or more companies may not exhibit in a single space. No sponsor may assign, sublet or apportion his/her space to or with another business entity or individual. No sponsor may show or demonstrate products or services other than those manufactured or handled in the normal course of his business. Should any item from a no exhibiting entity be required for operation of a display, identification of such item shall be limited to regular name plate or trademark under which same is sold in the general course of business. Sharing space with individuals or companies not officially represented by the contracting sponsor is strictly prohibited and may result in eviction. In fairness to other sponsor, each company must have its own booth space. iDLTG will make every effort to assign booth space to companies that wish to be located together or near each other.

13. Solicitation

Non-sponsors or representatives of non-exhibiting companies may not canvass or solicit business in any part of the exhibition area during the entire meeting.

14. Private social functions policy

Sponsors of the 5th International Congress of iDLTG and 21st PGC of the BSHBPS may host private social functions for meeting attendees at their own expense and after approval of the Congress Secretariat. Hosted parties or meetings held by any company/entity that invites meeting attendees are not permitted to occur during any official meeting activity nor during the evening as the venue is not open at night. These will be organized in such a way that they respect the other exhibitors (according to the previous articles). Please refer to the Congress Secretariat before organizing your private functions to ensure that it does not compete with the official congress program in any way. The Congress Secretariat must also be notified in advance of any ancillary events taking place during the congress regardless of location, time or date of the event.

15. Interpretation of regulations

iDLTG has the sole and exclusive right to make changes, amendments and additions to Sponsor guidelines stated in this document and subsequent communications, as it deems necessary to the proper conduct of the sponsor and, thereupon, the general terms and conditions, as amended, shall govern the actions of all sponsors. Interpretation of the sponsor general terms and conditions and operational rules shall rest solely with iDLTG, and the decisions of iDLTG shall be final. iDLTG may require sponsors to make such alterations to their displays as it deems necessary to the proper conduct of the exhibition. Failure to comply may result in immediate expulsion from the exhibition or the payment of reimbursement and compensation to iDLTG by the sponsor for all expenses related to the alteration of a booth/ display.

16. Installation and removal

iDLTG reserves the right to fix the time for the installation of a booth prior to the Congress opening and for its removal after the final closing of the Exhibition. Any space not claimed and occupied by one (1) hour prior to the published Congress opening time may be resold or reassigned without refund. Installation of all exhibits must be fully completed by the opening time of the exhibition.

Exhibits must be staffed during all Congress hours and may not, to any extent, be dismantled before the Congress closing. Any early dismantling or packing shall be considered a breach of this agreement and may affect future applications. iDLTG, however, reserves the right to make the final determination of all space assignments in the best interest of the exhibition.

17. Arrangement of exhibitors

Each exhibitor is provided Official Exhibitor Guidelines. The Exhibitor Guidelines describe the type and arrangement of exhibit space and the standard equipment provided by iDLDTG for booth construction. All booth space must be arranged and constructed in accordance with the guidelines, provisions and limitations contained in the Exhibitor Kit. If, in the sole opinion of iDLDTG, any exhibit fails to conform to the Exhibitor Kit guidelines, or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the exhibition. Exhibits not conforming may be dismantled or modified, at cost to the exhibitor, at the sole judgment and discretion of iDLDTG.

Exhibitor Plan Review. Booth construction plans and layout arrangements for any booth spaces, or involving other construction features, must be submitted for approval at least sixty (60) days prior to the opening of the exhibition.

18. Fire regulations

All fabric, carpet and exhibit booth material must be fire retardant. Oil cloth, tarpaper, nylon or other materials that cannot be made flame retardant are prohibited. No open flames are permitted without a fire department permit. iDLDTG reserves the sole and exclusive right to alter the exhibit area layout as it deems necessary to comply with local and building fire regulations.

19. Liability

The organizers will provide security service during meeting hours. At night, the booth areas will be locked. Neither iDLDTG, nor its sponsors, members, officers, representatives, agents or employees, will be responsible for any injury, theft, loss or damage that may occur to the exhibits. In the event that said premises are destroyed by fire, climatic elements or by any other cause, or by government intervention or regulation, military activity, strikes or any other circumstances which make it impossible for the 5th International Congress of iDLDTG and 21st PGC of the BHBPS to take place, the contract shall terminate and the sponsor shall waive any claim for damages or compensation except the pro rata return of the amount paid for space, after deduction of actual expenses incurred in connection with the 5th International Congress of iDLDTG and 21st PGC of the BHBPS. Companies are required to make their own arrangements with respect to insurance and organization of their booth.

20. Major situation

For reasons beyond their control (such as war, strikes, lockouts, riots or any such civil disturbances, any acts of God, including but not limited to earthquakes, floods and droughts and any other cause or circumstance of whatsoever nature beyond its control that have an impact on the arrangements, timetables or planning of a scientific meeting), the 5th International Congress of iDLDTG and 21st PGC of the BHBPS, Brussels, Belgium, and/or its agents have the right to immediately alter or cancel the congress or any of the arrangements, time-tables, plans or other items relating directly or indirectly to the 5th International Congress of iDLDTG and 21st PGC of the BHBPS, Brussels, Belgium. The company and/or participants shall not be entitled to any compensation for damages that result from such alteration or cancellation. Furthermore, with the exception of any willful damage or gross negligence committed by iDLDTG and/or its agents, neither iDLDTG nor its agents shall at any time be liable for any direct or indirect damage suffered by the company and/or participants, including consequential and immaterial damage, caused by failure to comply with any provision of this document.

21. GDPR

- 1. In accordance with European data protection regulation, in particular Regulation (EU) No. 2016/679 on the protection of natural persons with regard to the processing of personal data, MCI Group, as data controller, processes the exhibitor/sponsor's personal data for the purposes of (i) managing and organizing the event, in particular the management of exhibitor/sponsor's stand (ii) managing and organizing prospecting and loyalty (iii) enabling the exhibitor/sponsor to benefit from

our services (iv) enabling the exhibitor/sponsor to receive our news. These data processing have as legal basis the execution of the contract: the information we collect is necessary for the implementation of the contract to which the exhibitor/sponsor has adhered, failing which the contract cannot be executed.

Exhibitor/sponsor's data are retained for the time necessary for processing purposes, namely 5 years from the end of the business relationship.

For processing purposes, the data of the exhibitor/sponsor's data - or transmitted by him - will be transmitted to the following recipients: management service providers of our Customer Relationship Manager, service providers in charge of management, event service providers (reception service providers, security, printing, etc.).

The data necessary for MCI Group to fulfil the purposes described above are those appearing on this order form. In accordance with the regulations in force, the exhibitor/sponsor benefits from a right of access, rectification, limitation, deletion and portability on his data.

The exhibitor/sponsor may also object to the processing of his personal data concerning him and lodge a complaint with the data protection and control authority. The exhibitor/sponsor may exercise his rights by sending a request to the following address: ILDLT2021@mci-group.com or by contacting MCI Group Data Protection Officer (DPO): anne.lesca@mci-group.com

- 2. In any event, the exhibitor/sponsor acknowledges compliance with European data protection regulations for its own processing, including Regulation (EU) No. 2016/679 on the protection of personal data, foremost among which the integrity and confidentiality of data communicated by participants and compliance with their data-retention periods. In case of communication to MCI by the exhibitor/sponsor of a personal data file, the exhibitor/sponsor acknowledges having informed and obtained the consent of the person(s) concerned by this communication.

22. Number of Badges/Passes

The number of Full Conference Passes offered per partnership is limited: five (5) for a Gold sponsorship, four (4) for a Silver sponsorship, three (3) for a Bronze sponsorship and one (1) for a Supporter sponsorship.

You will be responsible for registering your participants on the official registration platform with a discount code that will be provided to you prior to the congress.

These passes are valid for one person for the time of the whole congress (access to the exhibition and sessions). They may not be transferred to other people for different days.

If you wish to obtain additional Full Conference Passes, you will be asked the regular price per pass, according to the Registration Policy of the 5th International Congress of iLDLTG and 21st PGC of the BHBPS. This will be possible with no limitation in number.

IMPORTANT: all participants at the 5th International Congress of iLDLTG and 21st PGC of the BSHBPS will be required to wear their badge in a visible manner throughout the duration of the event.

Feel free to contact us at ILDLT2021@mci-group.com to get additional badges.

23. Waste rule

Each exhibitor is responsible for the removal of his waste.