



ISPOR Rules and Regulations for Exhibiting Companies

Eligibility

Only a company or organization identified and approved by ISPOR via an Application for Exhibit Space, may exhibit at the ISPOR Europe 2024 Meeting. The Application for Exhibit Space must be properly filled out and accompanied by full payment. When the application is accepted by ISPOR, it shall become binding upon both ISPOR and the exhibitor with respect to space assigned and the use thereof and all other matters included in the contract and the Rules and Regulations for Exhibit Companies. ISPOR will confirm exhibit space to the exhibitor when the application is accepted and assign exhibit space according to the timelines provided.

ISPOR reserves the right to determine the eligibility of any company or product to participate in the show at any time. ISPOR may refuse to accept an application for rental of exhibit space from, or terminate an already executed contract with, any company determined by ISPOR to be in competition with ISPOR or whose goods and/or services are not in its sole discretion, compatible with and complimentary to the show, ISPOR Europe 2024, membership, or the industry. In the event of such termination or refusal, ISPOR shall refund, in full, all payments, including deposits, received from the Exhibitor.

Cancellation/Reduction Policy

Exhibit space must be cancelled via written notice to ISPOR. The cancellation policy is noted in the Terms and Conditions. Reducing stand space (downsizing) is subject to the same cancellation policy and refund schedule as provided below:

- **Before August 1, 2024-** 50% of remaining stand fee
- **After August 1, 2024-** No refund

Note: Exhibitors that change the size of their exhibit space are not guaranteed the originally assigned location and are subject to relocation by ISPOR.

Assignment of Space

ISPOR assigns exhibit stands giving priority to event sponsors, symposia hosts, multiple stands, and then in date order of booking with payment. Requests for separation are also given consideration. Exhibitor stand assignments will not be distributed, published, or issued to exhibitors until receipt of full payment.

Occasionally, an exhibitor's location may need to be reassigned after space has been confirmed due to unforeseen situations either before the event or onsite. Every effort is made by the ISPOR to accommodate the exhibitor. ISPOR will provide written notification of any changes.

Health & Safety

ISPOR is committed to the health and well-being of our attendees. We are closely monitoring the European Centre for Disease Control (ECDC) guidance and working with the Centre de Convencions Internacional de Barcelona (CCIB) safety professionals to develop and execute our health and safety plan. Please visit the [ISPOR Europe 2024 Health & Safety webpage](#) for the most up-to-date health and safety information.

Exhibitor Conduct

Any Exhibitor who violates Exhibitor Conduct regulations may be ineligible to participate in future ISPOR conferences.

- Exhibit stands must be staffed during all Exhibit Hall hours.
- Exhibitors may install and dismantle **only** during official move-in and move-out times

- Distribution of promotional or educational materials may be conducted and circulated only within the stand assigned to the exhibitor.
- Aisles may not be obstructed at any time because of excessive crowding in the exhibit stand.
- Exhibitors may not sublet, assign, or share any stands, or any part of allocated exhibit space with another company or organization and all exhibit benefits are non-transferable.
- Exhibitors expressly agree not to begin packing or dismantling displays until the official move-out time. Exhibitors failing to comply with this rule may be penalized, including, but not limited to, prevented from exhibiting in future shows, or moved to the back of the exhibit hall.
- No one under 18 years of age will be allowed in the Exhibit Hall at any time.

Access to the Exhibit Hall

Stand payment must be made in full prior to the meeting to access the exhibit hall for exhibit stand installation.

Access to the Exhibit Hall by registered Exhibitors will be granted for stand installation based on the schedule below. Exhibit setup hours are for exhibitors only. Each representative issued an exhibitor badge must be employed by the exhibitor. Only representatives who are employed by the exhibiting company and who will be working in the stand are to be registered as “Exhibitor” and “Exhibit Hall Only”.

PLEASE NOTE: Access will not be provided to attendees for entry before the opening or after the closing of the Exhibit Hall.

Installation Schedule

Saturday 16 November	12:00-17:00 (12:00PM – 5:00PM) <ul style="list-style-type: none"> • Steel-toed shoes required (ALL hours) • Installation access will be through the Willy Brandt and Leonardo da Vinci Square entrances.
Sunday 17 November	8:00-17:00 hours (8:00AM – 5:00PM) <ul style="list-style-type: none"> • Steel-toed shoes required (ALL hours) • Installation access will be through the Willy Brandt entrance ONLY.

Exhibit Hall Hours* Halls E-I *tentative

Monday 18 November	9:30-19:00 hours (9:30AM – 7:00PM)
Tuesday 19 November	9:30-19:00 hours (9:30AM – 7:00PM)
Wednesday 20 November	8:30-11:30 hours (8:30AM – 11:30AM)

Dismantle Schedule

Wednesday 20 November	11:30-19:00 hours (11:30AM – 7:00PM) <ul style="list-style-type: none"> • Steel-toed shoes required (ALL hours) • Dismantle access will be through the Willy Brandt entrance ONLY
--------------------------	---

ISPOR allows ample time before the event for exhibit stand installation. All Exhibitors and their independent contractors are required to adhere to the ISPOR schedule for exhibit stand installation and dismantle and to follow all ISPOR procedures. Exhibits must always be staffed during official show hours. All exhibitors are expected to make travel arrangements in accordance with this policy.

Per safety regulations instituted by the city of Barcelona and enforced by the CCIB, please be aware that you **must** wear steel-toed shoes during show install and dismantle as outlined above. Helmets and/or reflective vests may also be required during move-in/out depending on your stand plans. Details are included in the Online Exhibitor Manual. Note that **every person** entering the trade show floor during installation and dismantle will be required to adhere to these safety regulations or access will not be permitted. **NO EXCEPTIONS.**

Do not ship your safety gear with your stand supplies; you will not be able to access the Trade Show floor or Resa freight area to retrieve them and begin your build-up!

Be advised that beginning at 11:30 on Wednesday, 20 November during dismantle, anyone on the Trade Show floor without steel-toed shoes will be asked to exit the Exhibition Area as it is becoming a construction zone. Please make sure you have your proper footwear to dismantle your stand, no matter how small or large it is.

Any exhibitor found to leave prior to the end of the show will not be invited to participate in any future ISPOR Meetings.

Exhibit Hall Meeting Room Access

Exhibit hall meeting rooms will be available for use from 9:30 on Monday 18 November through 11:30 on Wednesday 20 November, during open exhibit hall hours ONLY. No Exhibit Hall Meeting Room access will be provided to attendees (non-exhibitors) for entry before the opening or after the closing of the Exhibit Hall.

All Exhibit Hall meeting room attendees must have an official conference badge in order to access the exhibit floor and exhibit hall meeting rooms.

Failure to Occupy Space

All stands must be set up and 'show' ready by 17:00 Sunday, 17 November 2024 for a walk-through inspection by ISPOR Show Management. All stands must be finalized at that time.

Exhibit Space, Construction, and Décor Guidelines

ISPOR follows the IAEE Exhibit Height and Space Guidelines regarding stand height and size. Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. Future location penalties will be assessed for exhibitors who violate the rules.

Linear or In-line Stands: Linear or in-line stands are 3m x 3m units arranged in a straight line. The back wall of any construction in a linear stand shall not exceed 2.5m (8'2") in height including signage. Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. Shell scheme stands are 2.5m high. Shell schemes and fascia included with stand packages cannot be removed. The internal dimensions of a shell scheme stand will vary. We strongly recommend that you check the product specification for panel heights and ceiling grid height restrictions with the CCIB before proceeding with your designs and graphics production. A maximum height of 2.5m (8'2") is allowed only in the rear half of the stand space, with a 1.21m (4') height restriction imposed on all materials in the remaining space forward to the aisle. All space only stands will follow these guidelines.

Premium Space Only Stands: These stands are exposed to aisles on three sides and comprised of two stands. Each are 3m deep x 6m wide (10' x 20'). All guidelines for Linear Stands apply.

Island Stands: Island stands are any size stand exposed to aisles on all four sides and are 6m x 6m (20' x 20') or larger. The following applies to island stands only:

- Island stands including signage may not extend over 4.9m (16') in height
- Island stands must adhere to a 50% see-through effect for the first 2.5m (8'2") in height so as not to block the view of adjacent exhibits.
- Demonstration areas, catering, etc. may not be on or close to the aisle line of your exhibit
- Stand space with furnishings, equipment, etc. must be large enough to accommodate all stand activities and traffic
- Hanging signs are not permitted
- Exhibits and walling must be positioned in such a way as not to obstruct the view of the exhibition or adjacent stands. Under no circumstances are neighboring stands to be visually blocked off from the rest of the exhibition

Gangways/Aisles

All gangways must always remain unobstructed and accessible. Under no circumstances will any part of a stand, furniture, exhibits or displays be allowed to project beyond the boundary of your stand.

Carpet

The exhibit hall in the CCIB is NOT carpeted. All stands must be carpeted and/or show management approved flooring at the expense of the exhibiting company. Carpet and/or show management approved flooring may be supplied either by the exhibitor or ordered through the CCIB, the official General Service Contractor. ISPOR Show Management will require, at the exhibitors' expense, carpet to be installed in any stand without carpet by Sunday 17 November at 12:00. **Please note:** Stands purchased with a Shell Scheme include carpet and do not need to be ordered separately.

Furnishings

Furnishings are not included in your stand space fee. Information on renting furnishings including tables, chairs, etc. will be included in the Exhibitor Services Webshop.

Stand Rendering Submission Instructions

All stands 3mx6m or larger, including shell schemes, are required to submit a digital drawing or rendering **including heights and dimensions** to [ISPOR Show Management](#) for approval by Monday, 16 September 2024. Drawings must include a top, front, and side view of the exhibit and indicate all dimensions. Any exhibitor attempting to build a stand greater than 3mx6m without ISPOR approval will not be permitted to set up or will be forced to close their space until the design has been approved. Any changes that occur after initial submission must be resubmitted to ISPOR Show Management for approval prior to the meeting. Should stand construction at the conference deviate from the actual submitted and approved floor plans, ISPOR Show Management reserves the right to ask the exhibitor to make modifications onsite at the exhibitor's expense.

CCIB- General Terms and Conditions to Order Services for Stands

All exhibiting companies **must** sign the Acceptance of CCIB General Rules and return to stands@ccib.es. Exhibitors are responsible for familiarizing themselves with the H&S Rules and General Regulations presented by the CCIB beginning on page 7 and included in the CCIB Exhibition Online Manual.

Fire Regulations

No combustible decoration, such as crepe paper, cardboard, or corrugated paper, may be used at any time. All packing containers, excelsior, and wrapping paper, which must be flameproof, are to be removed from the floor and must not be stored under tables or behind displays. All fabrics, films, draperies, curtains and similar furnishings must be flame resistant. All materials and fluids which are inflammable are to be kept in safety containers. Open flames, butane gas, acetylene, oxygen tanks, or other flammable materials are not permitted. For more information, please reference the fire and safety codes provided by the CCIB in the Exhibitor Services Webshop.

Storage of Crates and Boxes

Fire regulations prohibit storing product, literature, empty packing containers, or packing material behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product within the stand area, so long as these do not impede access to utility services, create a safety problem, or appear unsightly.

Electrical Safety

All wiring on stands or display fixtures within an exhibitor's stand must meet underwriters' rules and pass standard fire department inspection applicable under all appropriate state, county, city, and the CCIB. This applies to construction, not pre-wired equipment.

Stand Accessibility

The representatives of each exhibiting company will be responsible for making their exhibits accessible to persons with disabilities as required by local accessibility laws. It is understood that ISPOR will be held

harmless by the exhibiting company for the failure of its representatives to comply with the requirements of all local accessibility laws.

Stand Activity/Giveaway Guidelines

Any activity within the exhibits, including without limitation, distribution (for free or otherwise) of any literature, product or any other item must conform to the educational and professional nature and character of the conference. Contests, lotteries, raffles, and games of chance may be conducted only with the prior approval of ISPOR. In conducting any pre-approved contest, lotteries, raffles, or games of chance, Exhibitor shall warrant that it has complied with all state and local laws and regulations for such activity. Exhibitor stand raffles are permitted; however, we request that the exhibitor notify the raffle winner of their prize at their discretion and arrange for shipping to the winner. The noise level from any demonstration or sound system should be kept to a minimum. To request permission for a giveaway or stand raffle, please contact [ISPOR Show Management](#) for approval by **Friday, 18 October 2024**.

Food and Beverage

Food and Beverage must be purchased and coordinated through the official catering service, CCIB Catering. No food or beverage from an external supplier is allowed to be served, this extends to catering services such as baristas. In the event bringing an external supplier is required, please contact CCIB for approval/corkage fees.

Alcoholic beverages are permitted to be served and consumed in the exhibit stand providing this is in accordance with conference facility rules. Exhibitors with alcohol service must refrain from serving until **17:00**. If an alcohol violation does occur, venue security will confiscate all alcohol and the exhibitor will immediately be removed from the exhibit floor. In addition, the exhibitor will be banned from the exhibit floor for one whole year.

Exhibitor Appointed Contractor (EAC)

An Exhibitor Appointed Contractor (EAC) is a company (other than the official service contractor, CCIB) that provides a service (for example, display and installation/dismantling of a stand) at Exhibitor's request and needs access to Exhibitor's stand during the installation and/or dismantling period. Official EAC Forms are available in the Exhibitor Services Webshop and are due by **Friday, 18 October 2024**.

All exhibitors utilizing an EAC, must notify their EAC's to not solicit business in the exhibit hall at any time. The exhibiting company is responsible for the actions of its EAC, and all exhibitor rules apply to this subcontractor of the exhibitor.

Exhibitor Appointed Contractors must send a copy of their General Liability Insurance Certificate to [ISPOR Show Management](#) no later than 18 October 2024, or they will not be permitted to service your exhibit.

Insurance

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

Security

Exhibitors are responsible for security of their exhibit and its contents. Security personnel contracted directly by ISPOR are intended primarily for crowd control and credentials verification. Exhibitors are encouraged to budget and make security arrangements for sensitive or valuable items. ISPOR and the Centre de Convencions Internacional de Barcelona are not responsible for the security of Exhibitors' property. Protection, both security and insurance coverage, of Exhibitors' property is the sole responsibility of the Exhibitor.

Affiliate Conference Space/Other Events

All events organized immediately before/after or during the ISPOR conference must be approved by ISPOR. Approval will not be given when the timing coincides with any ISPOR event. Conference space is limited and

subject to availability. All Affiliate Meetings in conjunction with the ISPOR event must be submitted to and approved by ISPOR. Affiliate meetings must NOT overlap with scientific sessions, poster presentations, or designated ISPOR programming. When scheduling affiliate meetings, please refer to the event program on our website to view the daily activity hours.

Affiliate meetings held in the venue must be scheduled during hours the venue is open to avoid additional cost to be incurred by ISPOR. All participants of an affiliate meeting MUST be registered to attend the ISPOR event and must wear their name badge to gain access to the venue and all meeting areas at the venue. If you wish to reserve additional space outside of the convention center, you are also required to fill out the request form.

Use of ISPOR Logo and Meeting Name

No company may use the ISPOR logo, which is a registered trademark, or likeness on any promotional materials (i.e., signage, direct mail piece, etc.), without the express written consent of ISPOR. Meeting graphics in multiple sizes will be made available for Exhibitor use in promotional materials announcing their participation at ISPOR EUROPE 2024. These banners should be hyperlinked to the ISPOR website www.ispor.org.

Photography and Video Recording

Any videography/photography is strictly prohibited in the exhibit hall unless ISPOR grants written permission in advance.

Attendee Data and Lead Retrieval

ISPOR respects the privacy of all its customers. ISPOR does not sell, rent, publish, or otherwise share contact information for its attendees, speakers, or exhibitors.

Lead Retrieval is available to Exhibitors through Cvent. The lead retrieval form is available in the Exhibitor Service Manual. ISPOR registration badges will contain a QR Code. By allowing an Exhibitor or Sponsor to scan their badges during the conference, Attendees are consenting to provide their contact information (Name, Title, Organization, Country, and Email only).

Amendment of Rules

ISPOR reserves the right to make changes, amendments, and additions to the terms and conditions, the Exhibitor Rules and Regulations, or other show requirements or rules at any time, and all changes, amendments, and additions so made shall be binding on the Exhibitor with the provision that all Exhibitors will be advised in writing of any such changes. Any matters not specifically covered are subject to the discretion of ISPOR.