

EXHIBIT RULES AND REGULATIONS

Definition

The words “Exhibit Management” as used herein refer to the University of Vienna.

Location/Layout of Exhibits

At all times, Exhibit Management reserves the right to alter the location and/or layout of the exhibits in the best interests of the overall exhibition and meeting.

Installation/Dismantling

Exhibits must be completely installed by 8:30 am on Monday, July 16th 2018. Exhibit Management reserves the right to re-assign any space not installed at that time. No packing or dismantling of exhibits will be permitted prior to the official closing of the exhibition, and there will be a € 500.- fine for any exhibitor dismantling prior to the closing of the show.

Official Service Contractor

The University of Vienna is the official service contractor. The contact is Conference and Event Management, +43-1-4277-17675. Please contact them for pricing information. Exhibit Kits and other important information will be sent to the primary exhibit contact listed on the exhibit booth reservation form.

Occupancy of Booths

All booths should be staffed during the advertised show hours. These are formally on each conference day from 9:00 am to 4:00 pm. Detailed scheduling will be delivered at the installation.

Rejection & Penalties

Exhibit Management reserves the right to refuse any applicant for exhibit space, as well as the right to restrict or evict any exhibit that, in the opinion of Exhibit Management, detracts from the general character of the exhibition. This reservation applies to displays, printed matter, promotional materials, noise, personal conduct, and method of operation. In the event of such restrictions or eviction, Exhibit Management will not be liable for any refunds or other exhibit expenses.

Insurance

Exhibitors are responsible for their equipment and property. The exhibit area will be monitored and secured, but the University of Vienna does not guarantee nor protect the exhibitor against loss of any kind. Each party agrees to be responsible for its own property through insurance or self-

insurance; exhibitors shall hold harmless the University of Vienna for any and all damage caused by theft and those perils normally covered by fire and extended coverage policy.

Liability

The exhibitor agrees to assume all responsibilities for any damage to the exhibit booth area. The exhibitor also expressly indemnifies and holds harmless the University of Vienna, the show's official service contractor, and any other agents of Exhibit Management from any and all liability that may ensue from accidents, injuries, damage by fire, loss or theft of property, or any other cause the exhibit booth area. Security guards will be provided; however, the exhibitor retains sole responsibility for his/her own exhibit materials. In the event that the exhibition is canceled, the liability of Exhibit Management shall be limited to the monies paid by the exhibitor as exhibit booth rental, less a proportionate share of all expenses incurred by Exhibit Management for the exhibition.

Subletting of Space

No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted without the knowledge and written consent of Exhibit Management.

Cancellation Policy

After a signed contract has been received, cancellations prior to June 30th, 2018 will be liable for a penalty of € 600.- per booth reserved. No refunds will be given after June 30th, 2018. All cancellations must be submitted in writing.