

Exhibition & Sponsorship Terms & Conditions

Definitions

- ORGANISER refers to the ICEM 2026 committee and their appointed agents, PH Production Services.
- MEETING refers to the ICEM 2026 Meeting.
- VENUE refers to the Edinburgh International Conference Centre (EICC).
- SPONSOR refers to the person, company, firm or other organisation contracted with the Organiser to fund an element or elements of the Meeting, including but not limited to those outlined on the ICEM meeting website.
- EXHIBITION refers to the 2026 Meeting Exhibition, held in the Cromdale Hall of the EICC.
- EXHIBITOR refers to the person, company, firm or other organisation contracted with the Organiser to participate in the Exhibition, including employees or agents of the Exhibitor.
- SYMPOSIUM refers to a sponsored session within the Meeting programme which has been agreed to by the Organiser and funded by a Sponsor.
- SPONSORSHIP PACKAGE refers to the combination of sponsorship activities booked by the Sponsor.
- MAIN CONTRACTOR refers to the Exhibition Contractor appointed by the Organiser.
- ELECTRICAL CONTRACTOR refers to the contractor appointed by the Organiser to install electric supply to the stands.
- EXHIBIT means the display to be presented by the Exhibitor within their hired space.
- SUB CONTRACTOR means any company employed by the Sponsor for the purpose of designing and building their Exhibit or assisting in the delivery their symposium.

Reserving Sponsorship Packages

The Sponsorship Opportunities are listed on the ICEM Meeting website and circulated to interested parties by the local societies.

Exhibition spaces and other sponsorship packages are allocated by the Organiser, on a first-come, first-served basis, upon the completion of a sponsorship booking form. The Organiser reserves the right to refuse any application. The Exhibitor's first choice of stand space will be honoured wherever possible. A customised booking confirmation form will be sent to the Sponsor to be signed to confirm the sponsorship. ICEM will issue an invoice after signature.

Full payment will be due 30 days from the date of the invoice. Payment for packages booked after **Monday 18 May 2026** will be due with immediate effect. If payment is not received by the due date, the Organiser reserves the right to release the Package back for general sale.

Under no circumstances will a company be allowed to exhibit at the Meeting unless full payment has been made. Payment methods are by direct bank transfer or credit/debit card.

Charges for Sponsorship

Full payment must be made in the stated timescale before the meeting. Exhibitors present on the stand while the meeting is running must have a valid delegate pass.

Cancellation or alteration of Package

If the Sponsor wishes to cancel or reduce the Package after an invoice has been issued, the Organiser will endeavour to re-sell the sponsorship Package. If it is unable to do so, the Sponsor shall remain liable to pay the full charge for the arranged Package. If the Organiser is able to re-sell all or part of the unwanted Package, a cancellation charge of 10% of the total charge will be made. Requests to cancel or reduce stand space must be confirmed by email.

If additional exhibition space is requested after invoice issue and can be provided, the rules regarding payment for the total cost of the additional space will apply. All such requests must be confirmed by email.

Any participants who fail to arrive at the Exhibition by the designated times shall be liable for any additional costs that may be incurred by the Organiser, due to non-participation.

Alteration to Exhibition layout

Whilst every endeavour will be made to adhere to the published floor plan of the Exhibition, the Organiser shall be entitled to alter the layout if, in its opinion, this is in the general interest of the Exhibition.

Amendment or cancellation by the Organiser

The Organiser reserves the right to cancel any booking or offer alternative facilities without any liability on its part in the event of:

- Any occurrence beyond its reasonable control which shall prevent the Organiser from performing its obligations in connection with the booking.
- The booking being, in the Organiser's opinion, prejudicial to the reputation of the Organiser, the Venue, or third party suppliers.
- The Sponsor / Exhibitor being in arrears of payments due.

Compliance

It is the responsibility of individual companies to ensure they comply with relevant regulatory or other industry codes of practice when offering sponsorship.

Venue

The facility within the Venue for the Exhibition shall be clearly designated on the exhibition plan. No further space shall be available for any other use or purpose of the Exhibitor, for example, storage of packing materials, parking of vehicles, etc.

Tenancy

The tenancy of the Venue for the Exhibition shall be from 1200 on Sunday 6 September until 1900 on Thursday 10 September 2026. There shall be no access to the facility before and after these dates and times and no deliveries or collections of materials will be permitted before the tenancy commences. All materials must be removed from the facility by the end of the tenancy.

Occupation of stand space

The Exhibitor, employees, agents and Sub Contractors may enter the Exhibition area for the purposes of building Exhibit/s, staffing the Exhibition stand and dismantling Exhibit/s as per the times stated in the sponsor guide.

Installation

No Exhibitor will be permitted to install an Exhibit in such a manner as, in the opinion of the Organiser, obstructs the light or impedes the view along any open spaces or gangways.

The Venue reserves the right to examine and exclude any Exhibit. No Exhibitor will be permitted to install display material or Exhibits that contravene security regulations as laid down by the Venue. Gangways must be kept clear and free for passage at all times and must not be littered or obstructed.

No display shall overhang gangways or project outside the individual stand space. Stands not adhering to hall layout plans will be dismantled without consultation and taken back to recognised stand limit.

No display, stand fitting or Exhibit shall exceed the height of 2.8m.

All construction must be completed by 0900 on Monday 7 September 2026.

In the event of an emergency or malfunction of an Exhibit during the open period of the Exhibition, the Exhibitor must seek direction from the Organiser before any repairs are undertaken. Ladders and other access equipment are not permitted to be used in the Exhibition during the open period unless any malfunction of the Exhibit shall create a danger to visitors.

All movement of and fixtures to the shell scheme must be carried out by the Main Contractor.

The only permitted fork lift trucks permitted to enter the Exhibition hall during the building and break down periods shall be those of the Main Contractor, employed by the Organiser.

There is no storage space available within the Venue for packing materials. All packing materials must be stored away from the

Venue. There will be a charge issued for any materials left behind after 1900 on Thursday 10 September 2026.

Space only Exhibitors shall submit plans of their stand/s to the Organiser by Friday 17 July 2026 for approval by the Organiser. The plan must show the floor plan and elevations of the stand structures, the location of any features and the position of the main electrical connection.

Electrical requirements

All power services will be available to the Exhibitor through the Electrical Contractor. A list of services and charges will be sent to the Exhibitor. Exhibitors may provide their own electrical appliances ready for connection to mains supply. All such appliances must comply with the relevant Institute of Electrical Engineers and Venue regulations and are subject to inspection and test by the Electrical Contractor, before electric power is provided to them.

Health and Safety

The Exhibitor will be responsible for ensuring compliance with all Health and Safety Regulations required by the Organiser. A Health and Safety Risk Assessment will be required from the Exhibitor prior to the meeting.

All stands must be complete and ready for the Exhibition opening by 0900 on Monday 7 September 2026. In the event of an Exhibitor failing to take possession of their allocated stand space, the charges for such allocated stand space remain due. The Organiser shall have the right to refuse to permit the Exhibitor to occupy or use the stand space until all sums due to the Organiser from the Exhibitor have been paid.

Removal of Exhibits and dismantling of stands may not commence until 1500 on Thursday 10 September 2026 and must be completed by 1900 on this day.

If an Exhibitor has appointed a Sub-Contractor for the purposes of stand building, the Exhibitor shall remain responsible for ensuring compliance with all matters relating to Health & Safety on their stand, and shall be responsible for any infringement of the Health and Safety Regulations to the Organiser. Anyone wishing to gain access to the Exhibition area during the build and strike of the Exhibition shall be required to wear high visibility waistcoats or jackets. Where work is carried out above a height of 2.5 metres, the personnel responsible for undertaking such work will be required to wear hard protective helmets.

Sub-contractors

Sub-Contractors employed by Exhibitors for the construction of their Exhibit shall be granted access from 1200 until 2000 on Sunday 6 September 2026 and from 1500 to 1900 on Thursday 10 September 2026. Sub-Contractors requiring access to the Exhibition during the open period, for the purpose of providing stand-by support services, must be in possession of an Exhibitor Badge.

It is the Exhibitor's responsibility to ensure and Sub Contractors they appoint are registered appropriately and comply with all Rules and Regulations stipulated by the Organiser and all current Licensing and Health and Safety legislation.

Conduct

Tenants of the exhibition are participants in the event and responsible to the Organiser for their conduct and the management of their stands.

Exhibitors must respect the communal nature of the hall and not engage in any activity that may prejudice or affect the business of other companies. No marketing or sales activity may take place outside allocated areas. If an exhibitor causes persistent disruption to other exhibitors or delegates, the Organiser reserves the right to remove stands from the exhibition. In such an instance no refund will be given.

Stand cleaning

Nightly stand cleaning is included in the charge for stand space, but Exhibitors are responsible for ensuring that stands are maintained in a clean and orderly state.

Dangerous Exhibits & substances

No substances of a dangerous, explosive or objectionable nature may be brought on to the premises without prior written consent. Permission to bring in any compressed gases, regardless of whether volatile or not, must be sought in advance from the Organiser. Exhibitors wishing to use Laser Equipment should contact the Organiser to discuss Health and Safety implications.

Use of recorded material /broadcasting media

The use of broadcast television or radio transmissions, whether terrestrial, digital, internet or satellite on Exhibition stands is not permitted by the Organiser. Requests to include such a broadcast must be submitted to the Organiser in advance and permission will be granted at the discretion of the Organiser.

It is the Sponsor's responsibility to obtain any licenses relating to the showing of footage or recorded materials from their stand.

Food & Drink

Stand holders can only distribute food and/or drink from their stands that has been sourced from and provided by the venue.

Fire precautions

All materials used in construction work must be effectively fireproofed, or made of non-flammable materials. Fabric material must be cut off at least 150mm clear of the floor. Packing materials and all litter must be removed from the Exhibition area. Fire extinguishers are available within the Exhibition hall. The Exhibitor must comply with any instructions given by The Venue and the Organiser to avoid the risk of fire.

Sub-letting

Sub-letting or licensing the use of stand space is not permitted, neither may the products or services of firms not exhibiting in their own right be promoted or displayed as Exhibits, except where the Exhibitor is the authorised selling agent for such products or firms, or express written permission has been obtained from the Organiser.

Insurance

Insurance can be effected to meet the requirements of the above terms and conditions (Public Liability, Insurance of Exhibits, Postponement or Abandonment and Failure to Vacate) and it is recommended that Exhibitors arrange such insurance as offered by specialist exhibition insurance companies.

Public liability

The Organiser shall not be liable for any claim arising from death or bodily injury or damage to property arising in connection with the erection and dismantling of the Exhibitor's stand and anything permitted or omitted during the period of the Exhibition or the build-up or breakdown periods caused directly or indirectly by the Exhibitor or any contractor of theirs. The Exhibitor will indemnify the Organiser in respect of each and every such claim and all actions, proceedings, costs, claims and demands in respect

thereof. The Exhibitor shall effect adequate insurance in respect of all such claims, and the liability is thereby assumed by the Exhibitor. Proof of Public Liability Insurance will be requested from the Exhibitor prior to the meeting.

Insurance of Exhibits

The Organiser does not accept liability for any loss or damage from any cause whatsoever, in respect of any property brought to the Exhibition premises by the Exhibitor or its contractors. The Exhibitor releases and indemnifies the Organiser in respect of any loss or damage to such Exhibits and other property whether it is their property or not. The Exhibitor shall adequately insure all such property in the joint names of the Exhibitor and the Organiser on a full 'All Risks' basis for a sum insured equivalent to the full value of all Exhibits and other property brought to the Exhibition. If required, the Exhibitor shall provide the Organiser with satisfactory evidence that adequate insurance is in force.

Damage to Exhibition building, fixtures and fittings, and shell scheme

No painting is to be carried out in the Exhibition area without sufficient protective coverings.

The fixing of display material to the shell scheme will be permitted only by methods laid down by the Organiser.

The Exhibitor shall be responsible for any damage caused to the facilities or the furnishings, equipment or any part of the Venue or grounds, by the act or neglect of the Exhibitor, Sub Contractor or guest of the Exhibitor and shall pay to the Organiser on demand the amount required to make good or remedy any such damage and for any loss of business caused as a result.

Security

The Organiser will provide a site security service during the period of the tenancy but shall be under no liability for loss or damage. For the purposes of security, Identification Badges must be worn at all times by the Exhibitors and their staff and Sub Contractors within those parts of the Venue being used for the conference and Exhibition. Admission to these areas will not be permitted to personnel without badges.

Postponement or abandonment

If the Exhibition is postponed, cancelled or abandoned by reason of war, fire, storm, explosion, national emergency, labour dispute, strike, civil disturbance, the non-availability either wholly or partially of the Exhibition premises, or any other cause not within the control of the Organiser, the Organiser shall be under no liability to the Exhibitor in respect of any actions, claims, losses, costs or expenses whatsoever which may be brought against or incurred by the Exhibitor, as the result of any such event. If, by rearrangement or postponement of the period of the Exhibition, or by substitution of other premises, or in any other reasonable manner, the Exhibition can be carried through, the contracts for space shall be binding upon all parties, except as to the size and position, as to which any modification, substitution or rearrangement considered necessary by the Organiser shall be determined.

Failure to vacate

If the Exhibitor, agents or Sub Contractors, should fail to remove all property or fail to vacate the Exhibition premises by **1900 on Thursday 10 September 2026**, the Exhibitor shall be fully responsible for any penalties arising as a result. The Organiser may remove items left at the Venue by the Exhibitor and/or Sub Contractor after the said time and the costs of such removal shall be paid by the Exhibitor to the Organiser on demand.

General

If any provision of these Terms and Conditions is held by any competent authority to be invalid or unenforceable in whole or in part, the validity of the other provisions of these Terms and Conditions and the remainder of the provision in question shall not be affected.

The Organiser undertakes to give the fullest sympathetic consideration to the interests of the Exhibitors. Should any question arise which is not provided for within these Terms and Conditions, the Organiser's decision must be accepted as final where, in the Organiser's opinion, the needs of the correct conduct of the Exhibition make an immediate decision imperative.