



Exhibition & Sponsorship Prospectus

EUROSPINE 2014

October 1-3, 2014

Cité Internationale, Lyon, France

First application deadline : Friday, December 13, 2013

Table of Contents



WELCOME MESSAGE	3
CONTACTS	4
SOCIETY AND CONGRESS OVERVIEW	5
CONGRESS DATE AND VENUE	6
PRELIMINARY PROGRAMME STRUCTURE	7
SPONSORSHIP	8
EXHIBITION	12
EXHIBITION / SPONSORSHIP PARTICIPATION Terms & Conditions	15
IMPORTANT DATES TO REMEMBER	16

Welcome Message

Welcome Message from the Local Host



Dear colleagues and friends,

On behalf of the local organising committee hosts, I would like to personally welcome you in Lyon to the annual EUROSPINE meeting 2014. Lyon is a historic city designated as a UNESCO world heritage site. Enjoy the rich history of the town including the tradition of silk-weaving and also find out why Lyon is considered the "birthplace" of cinema. Of course you will enjoy the « French cuisine » and wine in this gastronomic city. It will be an unforgettable experience. I would like to thank the organising committee for its help to give a personal French touch to this European Spine meeting.

The pre-meeting courses and the scientific programme are both of high quality

Jean-Charles Le Huec, MD, PhD, Prof
Chairman Ortho-Spine department,
Dir Surg Research Lab - Bordeaux University Hospital, France,
Past president of EUROSPINE, ISASS

Welcome Message from the incoming President of EUROSPINE



Welcome

There is a unique flavour to EUROSPINE, and each Annual meeting is different and special. Where else could the elements of 'Spine, wine and dine' be so harmoniously matched. Lyon is a perfect venue, with an established track record of hosting major conferences and specifically medical and spine meetings. The members of EUROSPINE relish the interaction and symbiosis between the elite scientific meeting and the exhibition of our Industry partners. The footfall and participant contact is important to our stakeholders, and we help to make that happen. The stakeholders of EUROSPINE are now one of our most important strategic priorities as expressed in our recent strategic plan. If your presence at this meeting brings spine specialists to us, we will embrace them all and direct them to the advantages of joining our society. A mark of the success of our EUROSPINE meetings is the high proportion of stake-

holders and attendees that come back for more. In Liverpool 2013 we had to turn away late applicants, please don't let that happen to you.

This meeting is about giving you, our important partners, the best of environments for networking. The multicultural diversity of Europe coupled with International delegates from China, South America and India makes a superb melting pot for fresh ideas in science and technology. As the incoming President of EUROSPINE it is my honour and pleasure to welcome you to 'un beau melange'.

Phil Sell, MSc, FRCS
Dept. of Orthopedics, Leicester General Hospital, United Kingdom
Incoming President of EUROSPINE 2014

Contacts

Organising Secretariat



MCO Congrès
Mrs Claire Bellone
27 rue du Four à Chaux
13007 Marseille, France
Tel : +33 (0)4 95 09 38 00
Fax : +33 (0)4 95 09 38 01
Email : contact@eurospine2014.eu

Sponsorship & Exhibition Management

MCO Congrès
Mr Christophe Bruna
27 rue du Four à Chaux
13007 Marseille, France
Tel : +33 (0)4 95 09 38 00
Fax : +33 (0)4 95 09 38 01
Email : christophe.bruna@mcocongres.com

Local Organising Committee

Jean-Charles Le Huec, France

Pierre Roussouly, France
Gilles Perrin, France
Jean-Paul Steib, France
Cédric Y. Barrey, France
Christophe Garrin, France

Administrative & Scientific Secretariat



EUROSPINE, The Spine Society of Europe
Ms Judith Reichert Schild
Seefeldstrasse 16
8610 Uster-Zürich, Switzerland
Tel : +41 (0)44 994 14 04
Fax : +41 (0)44 994 14 03
Email : info@eurospine.org

Membership & Marketing

Ms Anna Ganthaler
Mobile : +49 (0)151 465 02 629
Email : membership@eurospine.org

Official Congress Website,
for all updates and documents
<http://www.eurospine2014.eu>



Society and congress overview

EUROSPINE, the Spine Society of Europe

Founded: June 26, 1998 in Innsbruck, Austria

Formerly: European Spine Society (ESS) ; European Spinal Deformity Society (ESDS)

Credo: The aim of EUROSPINE, The Spine Society of Europe, are to stimulate the exchange of knowledge and ideas in the field of research, prevention and treatment of spine diseases and related problems and to coordinate efforts undertaken in European countries for further development in this field.

Executive Committee

President 2013:	Ferran Pellisé Urquiza, Spain
Incoming President 2014:	Philip J. Sell, UK
Past President:	Jean-Charles Le Huec, France
Secretary:	Everard Munting, Belgium
Treasurer:	Frank Kandziora, Germany
Assistant Treasurer:	Finn Christensen, Denmark

2014 Local Host Jean –Charles Le Huec, France

2014 Co-Hosts
Pierre Roussouly, France
Gilles Perrin, France
Jean-Paul Steib, France
Cédric Y. Barrey, France
Christophe Garrin, France

www.eurospine.org

Previous EUROSPINE Congresses

Congress	Total N° of Attendees	Exhibition sqm net sold	Total N° of companies
Barcelona 2005	1607	1467	42
Istanbul 2006	1886	2185	86
Brussels 2007	1693	2820	120
Warsaw 2009	1800	1893	104
Vienna 2010	2150	2500	135
Milan 2011	2400	2668	140

Review Scientific Programme EUROSPINE 2013

Oral Presentation	78
Quick Fires, Concurrent	90
EUROSPINE Lunch Symposia	6
E-posters	120
Industry Lunch Workshops	26
Industry Happy Hour Workshops	7
Pre-Day Courses	3

Main Topics of EUROSPINE 2014

Adult Thoraco-Lumbar Spine: Degenerative and Non Degenerative
Basic Science
Growing Spine
Cervical Spine

Congress date and venue

Date:

October 1 – 3, 2014

Address:

CITÉ | CENTRE DE CONGRÈS | LYON

Cité Internationale de Lyon – Centre des Congrès
35 Quai Charles de Gaulle
69006 Lyon, France

The history of the site of the International City is intimately related to the history of the river king of Lyon, powerful and majestic: the Rhône.

Shortly after the half of the nineteenth century of incite violent floods the City and State to build the dike of the Grand Camp which is completed in 1859. Thanks to this conquest on the nature and to a previous levee (1838) serving as a towpath, the site that will become the Park to the Head of gold and the Wharf Achille Lignon could not be created.

From its design to its construction, the City is part of a sustainable development perspective.

The pavilions are dressed in terracotta and glass.

This "double-skin" allows a control bio-climate of the façades which provides 25% of economy of energy and made breathing the buildings, in the respect of the existing environment.

Under the buildings are located three levels of parking and exhibition spaces.

At the confluence of the Rhone and Saone rivers, close to the large European metropolises, the historic site of LYON is inscribed on the UNESCO World Heritage.

Since always, Lyon is the city of France or the you eat the better. Homeland of Paul Bocuse, it has a large number of chiefs star. Plugs or large tables, the lyonnaise cuisine is diverse and talented, and relies on the generous and sunny terroirs.

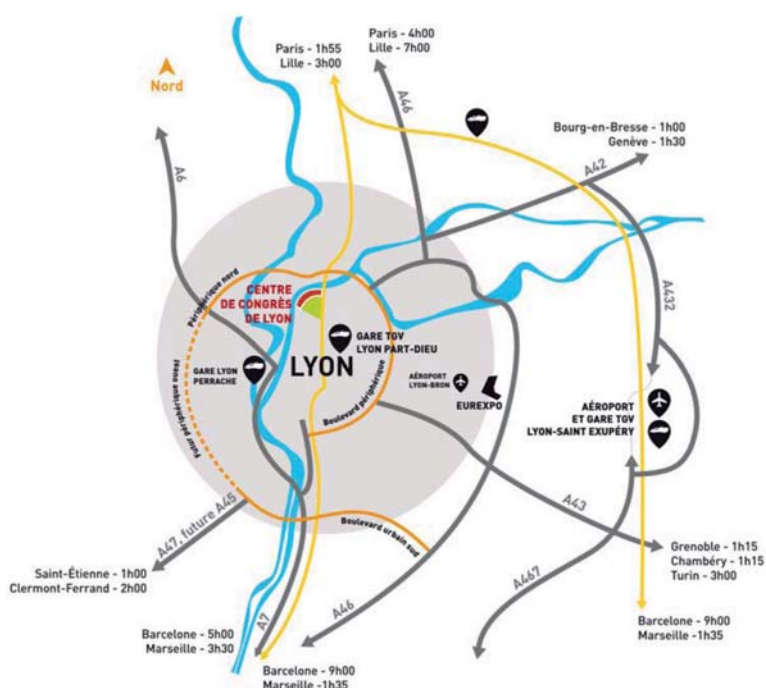
Lyon is also a cosmopolitan destination with an excellent choice of hôtels a,d an easily accessible travel network to the city centre.

Frequent access to the Cité Internationale is available via the public transport network and the International airport Saint Exupéry offers a wide range of national and international air links.

Industry meeting / Site Inspections

A general site inspection in Lyon with all interested exhibitors and Sponsors will be organised beginning of December 2013.

However, Exhibitors and Sponsors are free to contact MCO Congrès to make an appointment for individual site inspections at the congress venue.



Preliminary programme structure

Preliminary Programme Grid EUROSPINE 2014

	Tuesday, Sept 30 th	Wednesday, Oct 1 st	Thursday, Oct 2 nd	Friday, Oct 3 rd
08:30 – 10:00		Scientific Programme	Scientific Programme	Scientific Programme
10:00 – 10:30		Break	Break	Break
10:30 – 12:00		Scientific Programme	Scientific Programme	Scientific Programme
12:00 – 14:00	Pre-Day Courses 11 :00 – 17 :00	SSE Symposia / Industry Workshops	SSE Symposia / Industry Workshops	SSE Symposia / Industry Workshops
14:00 – 15:20		Scientific Programme	Scientific Programme	Scientific Programme
15:20 – 15:50		Break	Break	Break
15:50 – 17:30		Scientific Programme	Scientific Programme	Scientific Programme
17:30 – 18:00		Welcome Reception	General Assembly	
18:00 – 19:00		Industry Workshops	Industry Workshops	
19:00 – 20:00				
20:00			Official Congress Evening	

! Please note: Sponsors or Exhibitors are not allowed to schedule events that collide with the official Congress programme.

CME Accreditation

An application for European CME Credits (UEMS) will be made once the scientific programme is finalised. Further details will be available on the congress website: www.eurospine2014.eu

Call For Papers

Abstracts must be submitted online at www.eurospine.org where the submission guidelines and information on the review process can also be found.

Deadline for Abstract Submission: Saturday, March 1st 2014

Congress Scientific Secretariat
EUROSPINE, the Spine Society of Europe
 Ms Judith Reichert Schild
 Email : info@eurospine.org
www.eurospine.org

Sponsorship

Major Sponsors Levels

To calculate the sponsorship level, the total sponsoring & exhibition contributions are considered.

Please note that Gold and Silver levels are limited in number and will be allocated on a "First come, First served" basis.

Gold Sponsor

EUR 100,000 and above

Limited to 3 supporters

In addition to the benefits of your Sponsoring and /or Exhibition support, your organisation, as one of the Gold Sponsors, will receive considerable exposure and recognition through the following core benefits:

- ~ Company name and logo on the congress website in the section « Sponsoring & Exhibition » with hyperlink to the company website
- ~ Listed as Gold Sponsor in the final congress programme
- ~ Listed as Gold Sponsor in the EUROSPINE App
- ~ The permission to use the congress logo on related materials prior to and during the congress
- ~ Preferred choice of date, time and location for industry sessions
- ~ First choice of Exhibition space
- ~ 6 complimentary full congress registrations
- ~ 2 tickets for the Official Congress Evening

Silver Sponsor

EUR 75,000 to 99,999

Limited to 4 supporters

In addition to the benefits of your Sponsoring and /or Exhibition support, your organisation, as one of the Silver Sponsors, will receive a good level of exposure through the following core benefits:

- ~ Company name and logo on the congress website in the section « Sponsoring & Exhibition » with hyperlink to the company website
- ~ Listed as Silver Sponsor in the final congress programme
- ~ Listed as Silver Sponsor in the EUROSPINE App
- ~ The permission to use the congress logo on related materials prior to and during the congress
- ~ Preferred choice of date, time and location for industry session after Gold Sponsors
- ~ Second choice of Exhibition space after Gold Sponsors
- ~ 4 complimentary full congress registrations
- ~ 1 ticket for the Official Congress Evening

Contributor

EUR 50,000 to 74,999

- ~ Company name and logo on the congress website in the section « Sponsoring & Exhibition » with hyperlink to the company website
- ~ Listed as Contributor in the final congress programme
- ~ Listed as Contributor in the EUROSPINE App
- ~ The permission to use the congress logo on related materials prior to and during the congress
- ~ Preferred choice of date, time and location for industry session after Gold & Silver Sponsors
- ~ Second choice of Exhibition space after Gold & Silver Sponsors
- ~ 2 complimentary full congress registrations

To ensure that the sponsorship package meets all their specific marketing needs, sponsors are invited to create individual packages. Any additional ideas for promoting products and services are welcome for consideration.

Contact Christophe Bruna at MCO Congrès, tel : +33 (0)4 95 09 38 00

or by mail : Christophe.bruna@mcocongres.com

Sponsorship Opportunities

All prices quoted are in EUR and are excluding local VAT.

A) Education

Industry Workshops

Companies are invited to schedule industry sessions within the framework of the official scientific programme of the Congress. Please indicate the principal topic of the session and the Organising Committee will endeavour to allocate sessions with divergent topics to the same time slots.

Option 1 Industry Workshops, scheduled from October 1-3, 2014 from 12:00 to 14h00

Room category	Theatre Style Seating	Costs in Euro per slot
I	Approx. 35 – 50 pax	5,000
II	Approx. 80 – 90 pax	5,500
III	Approx. 150 – 200 pax	6,500
IV	Approx. 200 – 250 pax	7,500

Option 2 Industry Workshops, scheduled from October 1-2, 2014 from 18:00 to 19:00

Room category	Theatre Style Seating	Costs in Euro per slot
I	Approx. 35 – 50 pax	2,000
II	Approx. 80 – 90 pax	2,500
III	Approx. 150 – 200 pax	3,000
IV	Approx. 200 – 250 pax	3,500

The Fees for Workshops include:

- Timeslot
- Room rental with theatre style set-up
- Standard audio/visual equipment (beamer, laptop, screen)
- Publication of the Workshop programmes in a special section of the Final Programme
- Opportunity to display a poster announcing the Workshop on a designated poster board

General Guidelines for Workshops:

- Companies must accept financial responsibility for all the aspects of their Workshop
- EUROSPINE 2014 Logo may be used only after written authorisation of the Organising Secretariat
- Companies are requested to provide lunches
- Set-up and dismantling must take place within the time slot booked

B) Promotional Items – Congress Materials

Congress Bags

Early registered delegate will be provided with an official EUROSPINE congress bag upon registration at the EUROSPINE 2014 Congress. This will include sponsor's company logo (EUROSPINE 2014 logo as well), which is a powerful way to promote your company and will continue to serve as a reminder long after the event.

Approx. 2 500 bags – Enquire

Bag Inserts

Promotional leaflet / gadget will be inserted into delegates' congress bags and distributed to all delegates when registering. The insert is to be provided by the Sponsor.

EUR 2,000

Sponsorship Opportunities

Notepad and Pen

Early registrants will be provided with a pen and a paper set. This will include sponsor's company logo and the EUROSPINE 2014 logo, which is a prominent way to promote your company and act as a reminder after the meeting.

Approx. 2.500 sets
EUR 8,500

Badge Lanyards

Early registered delegates will be provided with a lanyard for their name badge printed with the company logo upon registration. Delegates must wear their name badge and lanyard throughout the meeting. Lanyards to be provided by the company.

Approx. 4.500 lanyards - Enquire

Advertisements – Final Programme

The Final Programme for the EUROSPINE 2014 meeting will be distributed on-site to all participants and represents the major information source during the whole meeting.

Room category	Theatre Style Seating
1/1 Inside Page Ad	EUR 3,000
½ Inside Page Ad	EUR 1,900
Front Inside Cover Ad	EUR 4,500
Back Inside Cover Ad	EUR 4,000
Back Cover Ad	EUR 5,000

Bookmark

This is an exclusive advertising opportunity distributed with the Final Programme to all congress attendees. Bookmarks must be provided by the company.

Approx. 3.000 bookmarks
EUR 5,000

Internet Corner

The Internet Corner will operate in a central area and will be used by delegates, speakers and exhibitors. The Corner will provide several computers and Internet services. Acknowledgement will be made in the Final Programme.

EUR 12,000

E-Poster Area

The E-Poster Area will operate in a central area and will be used by delegates, speakers and exhibitors. The area will provide several computers. The company is free to customise the area. Acknowledgement will be made in the Final Programme.

EUR 15,000

Speaker Preview Centre

The Speaker Preview Centre will operate in a central area and will be used by speakers to send their presentations to the meeting rooms. The centre will provide several computers. The company can have its logo on the PCs. Acknowledgement will be made in the Final Programme.

EUR 15,000

Message Board

The Message Board will be centrally located and will be used for daily announcements. The company's logo will be displayed next to the congress logo on the board.

EUR 5,000

Sponsorship Opportunities

EUROSPINE Member Lounge

A cosy place for EUROSPINE Society Members to get together. The sponsor will be acknowledged in the Final Programme and on signage.

Enquire

Water Dispensers

Several Water Dispensers will be placed at strategic points throughout the exhibition area and the conference centre. The company's logo will be displayed on the water dispensers.

EUR 5,000

C) Grants

Travel Grants

EUROSPINE aims to provide all colleagues from Europe and beyond the opportunity to attend its Annual Meeting, regardless of the individual economic situation. The responsibility for selection rests with the EUROSPINE Programme Committee. Financial support and waived registration fee will be made available for applicants who fulfil the following criteria:

- Applicant must have an accepted abstract in the EUROSPINE scientific programme (presentation, quick fire or poster)
- Age of applicant is 35 years or below
- Applicant must hand in current CV

Contribution for industry-supported travel grants:

EUR 1,000 (covers registration fee, accommodation for 3 nights, EUR 100 travel support)

Acknowledgement of the company will be made in the Final Programme.

General Information and Next Steps

By Autumn 2013, the Exhibition & Sponsorship Prospectus as well as the 2nd Announcement & Call for Papers is ready for circulation within the Spine Community.

Enquiries for Sponsorship opportunities will be collected until **Friday, December 13, 2013**.

Please note that Gold and Silver Levels are limited in number and will be allocated on a "First come, First served" basis. Allocation of Industry-supported sessions or/and sponsorship items will be based on total sponsorship contribution: Gold sponsors will have first choice; Silver sponsors will have second choice, followed by contributors. After December 13, 2013 all sponsors will be treated on a "First come, First served" basis.

It is understood that sponsors must not scheduled events that collide with the Official Congress Programme. Any signed agreement shall remain in full force and effect in case of merger or acquisition of the contracting company. All prices quoted are in EUR and are excluding local VAT, if applicable.

Payment and Cancellation Conditions

Payment Conditions All payments must be made in EURO (EUR).

To guarantee the reservation, a first deposit of 50% of the total cost will be invoiced upon receipt of the completed sponsorship order form and is due for payment upon receipt of the invoice.

The final balance is due by Friday, June 06, 2014.

For bookings made after Friday, June 06, 2014, the full amount is due at the time of reservation.

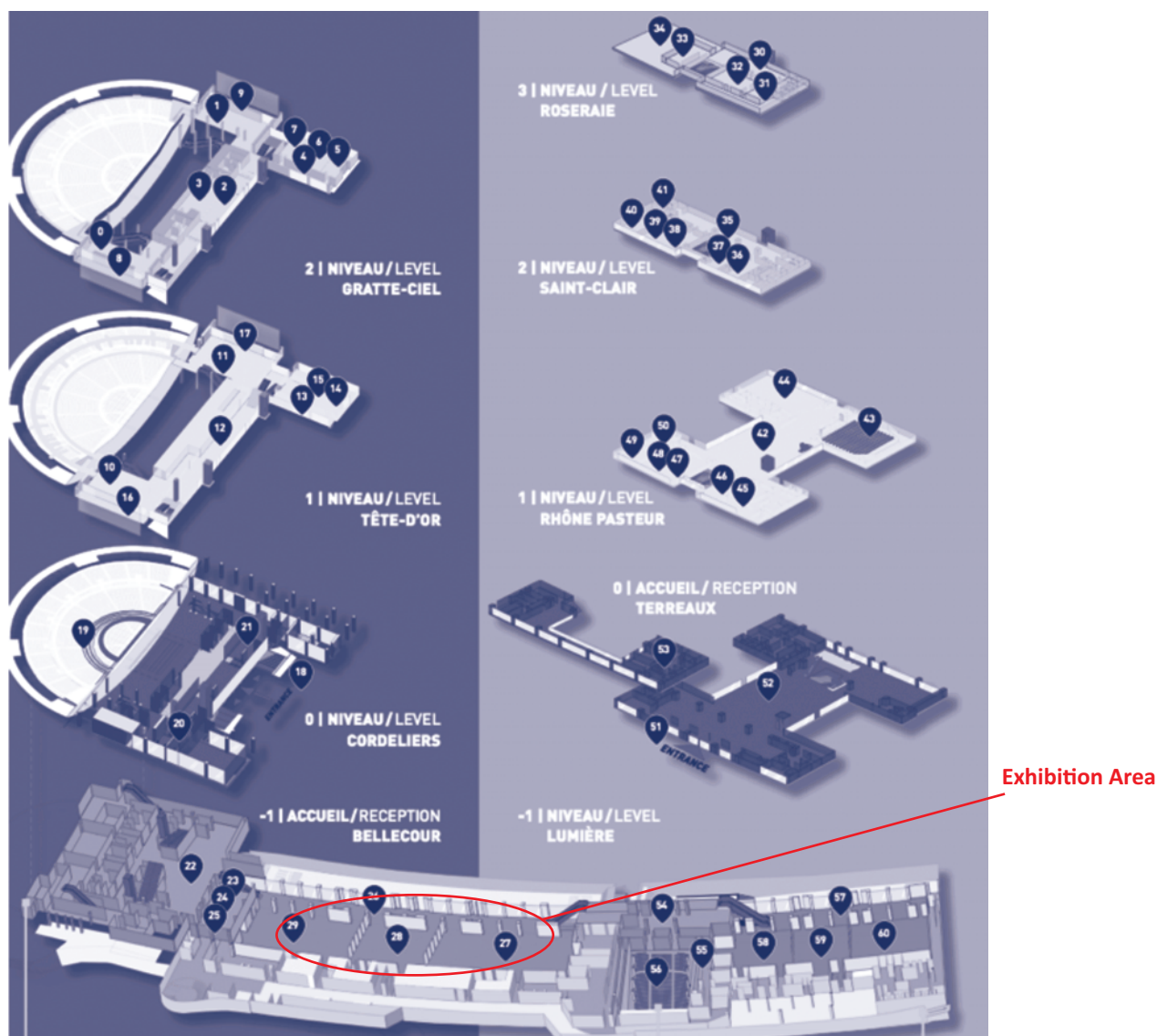
Invoice Terms The Organising Secretariat will send an invoice for the 50% down payment and will send the full payment invoice 1 month prior to the deadline mentioned above.

Cancellation Policy Cancellations and changes to your original booking must be made in writing to MCO Congrès.

Cancellation Fees If booking is cancelled until Friday, June 06, 2014, 50% of total cost will be retained; 100% of total cost thereafter.

Exhibition

The Exhibition Area for the EUROSPINE 2014 is located in the Foyer Forum of the Cité Internationale Congress Centre and is highly integrated in the overall congress concept. Main catering areas and the plenary hall will be adjacent to the exhibition area to maximise the exhibitors' exposure to delegates.



Preliminary Exhibition Schedule

(to be confirmed and finalised in the Exhibitors' Technical Manual sent to confirmed exhibitors in spring 2014)

Set-Up: Monday, September 29 - 2014
Tuesday, September 30 - 2014

Exhibition dates: Wednesday, October 1 - 2014
Thursday, October 2 - 2014
Friday, October 3 - 2014

Dismantling : Friday, October 3 - 2014 - After Official Congress programme

Exhibition



Application for Exhibition

Application for Exhibition can be done online via the Congress Website : www.eurospine2014.eu or can be made in writing until Friday, December 13, 2013 with the downloadable exhibition order form, signed with a legally competent signature and delivered to

MCO CONGRES - Mr Christophe Bruna

27 rue du Four à Chaux - 13007 Marseille, France - Tel : +33 (0)4 95 09 38 00 - Fax : +33 (0)4 95 09 38 01

Email : christophe.bruna@mcocongres.com

 **Please note: Surveys among EUROSPINE Congress Participants are not allowed.**

Submission of an application does not guarantee space availability, nor does it guarantee size or location. By submitting an Exhibitors' Application Form, companies agree on the rules and conditions outlined in this prospectus and on any others issued at any time by the Organising Secretariat for the good management of the EUROSPINE Congress.

Any signed agreement shall remain in full force and effect in case of merger or acquisition of the contracting company.

"Space Only Rental" (min 9 sqm)

Price for the floor space only

Up to 27 sqm is EUR 616 / sqm

As of 28 sqm is EUR 560 / sqm

All prices quoted are excluding local VAT, if applicable.

This fee includes :

- Exhibition floor space only
- 1 complimentary full congress registration per 18 sqm rented exhibition space (access to scientific sessions)
- 2 exhibitor badges per 9 sqm rented exhibition space (No access to scientific sessions)
- Cleaning of public areas and gangways
- Acknowledgement on the EUROSPINE 2014 website and in the Final Programme
- Exhibitors' Technical Manual

"Space only" does not include :

- Partition walls
- Furniture
- Electrical usage
- Stand cleaning
- Anything that is not expressly listed under "This fee includes"

All these services and more services can be ordered at extra cost and will be available in the Exhibitors' Technical Manual.

Assignment of Space / Allocation of Space

Initial space allocation of exhibition space will be made after the above mentioned deadline and according to sponsorship contribution, booth size, date of application and payment of first deposit.

Exhibitors wishing to avoid assignment of space adjacent to that of a particular competitor should indicate so on their exhibition order form. Careful consideration will be given to all requests. However, neither EUROSPINE nor its onsite meeting manager, MCO CONGRES, can guarantee that all such requests can be met. EUROSPINE reserves the right to relocate or reassign at any time for the overall benefit of the meeting.

General Information for Exhibitors

Exhibitor Registration

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Two exhibitor badges per 9 sqm rented exhibition space will be given (no access to scientific sessions). Any additional personnel will be charged an exhibitor registration fee of EUR 60,00 per day. An exhibitor registration form will be included in the Exhibitors' Technical Manual. Distributors visiting companies have to obtain a regular day ticket.

Exhibitors' Technical Manual

An Exhibitors' Technical manual outlining all technical aspects of exhibiting will be circulated in spring 2014. It will include :

- Technical details about the Venue
- Shipping Instructions
- Final Exhibition details and information
- Services available to exhibitors and order forms

Product disclaimer

EUROSPINE, the Spine Society of Europe does not, in any manner, endorse any of the company product claims displayed or services provided in the exhibition during the Congress.

Exhibition Layout

Exhibitors occupying space-only booths are required to submit a detailed plan of their booth including height indications for approval to the meeting's exhibition management company MCO CONGRES. While every effort will be made to preserve the published layout of the exhibition, the Organisers shall be entitled to vary the layout if this is in the general interest of the exhibition. All booths must adhere to the rules and regulations of the Cité Internationale Congress Centre and those mentioned in the Exhibitors' Technical Manual.

Payment and Cancellation conditions

Payment conditions

All payments must be made in EURO (EUR).

To guarantee the reservation, a deposit of 50% of the total cost will be invoiced upon receipt of the completed sponsorship order form and is due for payment upon receipt of the invoice.

The final balance is due by Friday, June 06, 2014.

For bookings made after Friday, June 06, 2014, the full payment is due at the time of reservation.

Invoice Terms

The Organising Secretariat will send an invoice for the 50% down payment and will send the full payment invoice one month prior to the deadline mentioned above.

Cancellation Policy

Cancellations and changes to your original booking must be made in writing to MCO Congres.

Cancellation Fees

If booking is cancelled until Friday, June 06, 2014, 50% of total cost will be retained. 100% of total cost thereafter.

Exhibition / Sponsoring participation terms & conditions

1 - Application for Exhibition and/or Sponsoring: In order to be considered for Exhibition and/or Sponsoring, the Application Form must be filled in, completed with a legally competent signature, a company stamp and deliver to MCO Congrès on time. However, mailing or delivering of the Application Form for Exhibition and/or Sponsoring to the Organising Secretariat does not constitute a formal agreement that the Exhibitor & Sponsor will be admitted to participate. Contractual conditions are constituted only after the Organising Secretariat has sent a written confirmation of acceptance to the Exhibitor and/or Sponsor. In case of acceptance, Exhibitor and/or Sponsor will be bound by the Terms & Conditions listed in the prospectus and in the Application Form for Exhibition and/or Sponsorship. The Organising Secretariat reserves the right to refuse any application for Exhibit and/or sponsor without giving cause. Exhibition space and Sponsorship items are allotted according to the Terms and Conditions as listed in the Exhibition and/or Sponsorship prospectus. Any company which disobeys the directives of the Organising Secretariat may be excluded from the Exhibition and/or Sponsoring with immediate effect by the Organising Secretariat. Such companies are liable for the whole rental sum, for the registration fee(s) and for all incidental expenses including the legal value added tax. All agreements shall remain in full force and effect in case of merger or acquisition of the contracting company. All oral agreements, special permissions and special arrangements are valid upon receipt of written confirmation.

2 – Obligations and Rights of the Exhibitor: Booths may only be used for exhibiting and advertising the Exhibitor's own products, materials or services as described in the Application Form, but not for the sale of any products. Advertising materials may be distributed only within the confines of the booth. Any kind of promotion outside the respective exhibition space is forbidden (such as working acts, distributing flyers, surveys among attendees, etc...). The partial or incomplete subleasing or otherwise relinquishing of a booth to a third party, as well as private agreements for switching booths or floor space between two or more exhibitors is prohibited. The Organising Secretariat reserves the right to enter any booth at any time. Booths need to be occupied during exhibition hours. The exhibition rooms are to be used only during regular opening hours. Prior written permission from the Organising Secretariat is obligatory for the presentation of advertising lectures, advertising films slide projections, distribution of samples, beverages or food. It is strictly forbidden for companies which are not Exhibitors and/or Sponsors to advertise in any way in the Exhibition Hall or in the entrances to the Exhibition Hall.

3 – Obligations and Rights of the Organising Secretariat: The Organising Secretariat reserves the right to revise the time and location of the Exhibition, to shorten the duration of the Exhibition and to cancel the Exhibition altogether. Any change regarding the Exhibition's time and duration neither entitles the Exhibitor to cancel the contract nor to request a fee reduction or to put forward a claim to damages incurred by these changes.

4 – Cancellation by Congress Organising Secretariat – Force Majeure: In case of Force Majeure, the Congress Organising Secretariat has the right to alter or cancel the Congress without prior notice, however a notice of the occurrence shall be given by the Organising Secretariat as soon as reasonably possible. Force Majeure shall mean any circumstance beyond the reasonable control of the Organising Secretariat which prevents or impedes the holding of the Congress, including, but not limited to, government action, war or hostilities, riot or civil commotion, plague or other epidemic, earthquake, flood, hurricane, cyclone, fire or other natural physical disaster, explosion, accident or breakdown, strike, lack of the usual means of transportation or terrorism or due to events which are not attributable to wrongful intent or gross negligence of the Organising Secretariat. The Organising Secretariat shall not be liable for any direct or indirect, incidental or consequential damages, losses, expenditures or any other inconveniences or costs caused by such modification or cancellation of the Congress. The Organising Secretariat, in its sole discretion, determines the amount of the exhibition fees or sponsorship fees to be refunded, if any.

5 – Liability Insurance: The organiser provides general guard services and third party insurance at the Congress site. Equipment and all related display materials installed by Exhibitors are not insured by the Organiser, and they will under no circumstances be liable for any loss, damage or destruction caused to equipment, goods or property belonging to Exhibitors and/or Sponsors. The exhibitor agrees to be responsible for his property and person and for property and persons of his employees, representatives and agents and for any third party who may visit his space through full and comprehensive insurance, and shall hold harmless the organiser for any and all damage claims arising from theft and those perils usually covered by a fire extended coverage policy.

6 – Set-Up of Booths: To ensure a smooth course of events, Exhibitors must obey all directives and instructions of the Organising Secretariat regarding the use of booths, their decoration, the use of self-designed and self-constructed booths, and the fitting and furnishings of the booths. Before setting up their booths / displays / installations, Exhibitors must first contact the Organising Secretariat and reconfirm placement of the booth as well as inform themselves of any special regulations relating to their booth. Side and back walls of booths are to be 2.5 (two and a half) meters high. From any variation from this norm, specific permission must be obtained in advance from the Organising Secretariat. Written permission also needs to be obtained for any changes in the sizes or structure of the floor space, or for any changes to the rented objects. Booths must be set-up and completed during the timeframe designated. An Exhibitor or advertising company contracted by the exhibitor who wishes to set-up a booth or exhibit of their own design and construction must first submit sketches and plans with a statement of colour schemes of such a booth or exhibit to the Organising Secretariat. The Organising Secretariat reserves the right to demand changes in such booths or exhibits should safety regulations, technical requirements, or the responsibility of preserving or obtaining the best possible overall image for the exhibition, as judged by the Organising Secretariat, so require. The side and back walls of all stands should be finished on the outside as well as the inside. Exhibitors must avoid obstructing the view or of access to neighbouring booths. Special care must be taken to avoid the use of lights or spotlights that may annoy visitors or neighbouring booths. Should an exhibitor not follow the directives of the Organising Secretariat or not carry out such directives punctually, the Organising Secretariat reserves the right to take the necessary steps at the cost of the exhibitor. The Organising Secretariat reserves the right to close or obstruct unused entrances or exits to the exhibition rooms and

the right to direct the exhibitor to another space in the exhibition hall if necessary, event if the directive conflicts with previous written agreements. The Organising Secretariat also reserves the right to rent floor space of a booth not finished on time to another applicant. In such a case, the exhibitor is responsible for all costs arising from cancellation.

7 – Maintenance of Booths and Exhibition Area: Exhibitors are responsible for the proper care of the floors, walls, staircases and storage rooms as well as the hires booths and furnishings. Hired booths and furnishings must be returned in an orderly condition and in an orderly way. To avoid scratches and furrows on floors as the result of sliding heavy packing cases, exhibitors are required to use protective coverings. Exhibitors and their shipping agents, on specific orders from the exhibitor, must take special care when transporting heavy packing cases and heavy loads. Exhibitors who wish to display extra heavy exhibits demanding special supports or foundations must request prior permission specifically in this matter from the Organising Secretariat. It is not permitted to drive nails or hooks into the walls of exhibition hall, to install electric wiring or to cut or drill holes in the walls of the rented booths. Empty containers and packing materials must be disposed of at the exhibitor's cost before the start of the exhibition; cleaning the booth is the Exhibitor's responsibility. No part of an exhibition booth may be suspended from the ceiling. No part of an exhibit or of the booth's structure may protrude beyond the allotted area on any side. No signboards may protrude beyond the booth's walls. Decorating materials and wallpaper used by the exhibitor must be fireproof. Prior to use, written proof of this fact must be presented to the Organising Secretariat. Police regulations, fire regulations must be observed at all times also during the construction and dismantling of the exhibits.

8 – Electrical Installations – Power Consumption: Any costs related to a main power supply for a booth and the wattage of the booth's electric equipment will be invoiced to each Exhibitor separately and is not included in the rental fee. Electrical installations within the booth are also at the Exhibitor's expense; however, an electrician appointed by the Organising Secretariat may only carry out such installations. The Organising Secretariat however is not responsible for any losses or damage which may occur from interruptions or defects in the electric power supply.

9 – Dismantling of booths: The Exhibitor must dismantle the booth within the allotted time and return hired furnishing on time. Upon leaving, the Exhibitor must clear the booth area and clean the floor. Stored materials, empty containers and packing materials must be disposed of. Items for which the exhibitor has made no arrangements regarding removal and storage at his/her cost and which are left behind become the property of the Organising Secretariat, and no reimbursement will be made for such items. The Organising Secretariat can demand that Exhibitors restore the exhibition area to the original condition at the Exhibitor's expense. If the Exhibitor does not dismantle and clear away his/her exhibit in a timely manner, the Organising Secretariat will remove these items at the Exhibitor's cost. The Exhibitor is liable for the actual cost incurred by the Organising Secretariat for such removals of abandoned exhibits. Rented items which were originally accepted as satisfactory for rental by the exhibitor are to be returned undamaged and in satisfactory condition. All rented items are considered to be in satisfactory condition unless a written notation signed by the Organising Secretariat is made at the time of rental. Exhibitors must bear the costs of repairs to damaged exhibition areas and of repairs or of necessary cleaning of rented items.

10 – Payments – Breach or Liquidation of Contract: Please refer to the terms of payment, reduction and cancellation policy and corresponding deadlines as given in the Exhibition/Sponsoring prospectus and the application forms for Exhibition/Sponsoring. The dimensions of floor space, booth measurements and rented items given are approximate. The Organising Secretariat reserves the right to change these dimensions in order to most efficiently use the available exhibition area and to adjust the booths to the blueprints of the exhibition hall. Prices charged are however based on the actual dimensions; if more floor space is later allotted and actually used than was originally ordered, the additional fee for it is to be paid immediately. Special requests regarding placement of the booths/sponsorship items will be considered. However, such requests do not constitute a condition of registration on the part of the Exhibitor/Sponsor. Furthermore, Organising Secretariat reserves the right to reduce the amount of floor space initially requested. Failure to comply with local authorities and international regulations may not be used as a ground to declare the contract void. Failure to comply with the Rules and Regulations will not expose the Organising Secretariat to any suits or demands by the Sponsor/Exhibitor/ any third party. The Exhibitor bears the costs of all taxes, applicable. Also, Exhibitors must bear the cost of any special installations. In case of delayed payment, ten per cent (10%) interest per annum is charged. If a company wishes to renounce all claims to taking part in an exhibition after having contracted to do so, the company is nevertheless liable for the rental sum and for incidental expenses. In case of cancellation of the exhibition, the Organising Secretariat will return the part payments received less the sum equivalent to the costs which have arisen for the Organisation Secretariat up to the time of cancellation; the registration fee will not be returned.

11 – Bankruptcy or Liquidation: In the event of exhibitor/sponsor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having the receiver appointed, the contract with such an exhibitor will terminate forthwith, the allotment of stand space will be cancelled and all sums paid by the exhibitor under contract shall be forfeit.

12 – Place of Legislation: In all cases of litigation it is agreed to by the Exhibitor that the competency of the duly authorised court Marseille, France is recognised. Electively, the Organising Secretariat may choose to appeal to the competent court in whose jurisdiction the exhibitor falls. French law is to be applied.

Important dates to remember

First Deadline for Sponsoring & Exhibition Application

Friday, December 13, 2013, 12:00 (CET)

Deadline for Abstract Submission

Saturday, March 1st 2014

Availability of Exhibitors' Technical Manual

Spring 2014

Settlement of Final Payment for Sponsoring & Exhibition

Friday, June 06, 2014

Last Date for Cancellations with Partial Refund

Friday, June 06, 2014



For More Information, please refer to the Congress Website:

www.eurospine2014.eu

