

## Terms and conditions

All exhibitors are equal regardless of size and should be given an equal opportunity, within reason, to present their products in the most effective manner to the audience.

### Packages and booths

1. IPAC'23 will provide the following: delegate passes (in the quantity specified in the Sponsorship and Exhibitors Manual), booth and equipment, for each Gold, Silver, Bronze sponsorship and booth registration.

2. Each booth is 3 meters (length) x 2 meters (width) and includes all equipment detailed in the Sponsorship and Exhibitors Manual, i.e.: one 220V power outlet (European plug), one table and two chairs, carpet, booth walls, dust bin. No discount will be made for items/services not utilized. Sponsors may request other booth equipment or furnishing to the Organizing Secretariat.

3. No promotional material shall be placed outside booth space. Any attention-arousing devices (such as noisemakers, flashing lights, movies, music, videos, screens etc.) shall not hinder scientific programme nor other companies/booth activity.

4. Representatives of exhibitor shall remain in their booth space when working. In no case aisles can be used for this purpose.

5. Any booth layout other than the one provided by IPAC'23 shall be requested or submitted to the Organizing Secretariat for approval.

6. Sponsors can choose the preferred booth directly on the floorplan available in the Sponsors Registration platform. Booth booking will be blocked for 5 days; should the payment not be received within 5 days, booth will be released.

7. IPAC'23 reserves the right to change booth location, layout, size and equipment, or to change exhibition times, at any time in case of organizational urgent needs.

8. If unusual equipment or machinery is to be installed and used, a thorough description of the apparatus and of its usage, along with conformity document and safety regulation must be submitted for approval.

9. All Shipping details will be communicated in due time by the Organizing Secretariat. The Sponsor is in charge of all customs duties and formalities, shipping costs.

10. Exhibitor shall not sublease any part of the space rented to another organization. Booth space may be occupied by the registered company only.

11. Exhibitor may distribute samples and promotional material directly related to their products at their own booth; no food or beverages can be distributed.

12. Every precaution should be taken by exhibitor to protect their materials, equipment or products used or displayed. IPAC'23 and the organizers disclaim any responsibility or liability for damage to or loss of any exhibitor's equipment or products.

13. Booths can be set up on Sunday 7th May 2023 from 10AM and must be completed by 6PM; dismantling must be completed by Wednesday 10th May 2023 at 7PM. All booth materials must be packed and removed no later than this deadline. Any material left with no specific instructions to the Organizing Secretariat will be removed and disposed.

14. All materials for the booth must be handled by the Sponsor staff. The Sponsor is in charge of handling and storage of material during Exhibition. All materials need to be properly stored at the booth; no storage is available at the premises; IPAC'23 reserves the right to remove or dispose of any carton, cases and/or packing materials, which are left unattended in the exhibition hall.

15. The electrical supply to booths (220V – European plug) shall be distributed for lighting purposes and for supplying, as necessary, small domestic appliances or office machinery. The use of appliances other than those intended for office use is strictly prohibited. The display of working electrical appliances must be requested and authorized by Organizers and the Venue. In this case, the Company shall submit a written request for specific authorization. In the event that the Company requires a special power supply, this must be requested to Organizers for approval and quotation at least 30 (thirty) days before the event. The Company must use high quality materials and electrical appliances with suitable characteristics, which comply with existing CEI Regulations. In particular, materials

and appliances bearing the Italian Mark of Quality or equivalent European Marks should be used. IPAC reserves the right to prohibit the use of materials and appliances which do not comply with current regulations. The Company is in charge of verify the integrity of the same.

16. It is forbidden to: - use electrical tools and machinery during set up to make furnishings at the stand (planers, circular saws, cutters, welding equipment, etc..)

- use inflammable glue, varnish and /or paint

- use mobile forklifts with an internal combustion engine

- introduce motorized vehicles into the pavilions for exhibition purposes without the express permission of the Organizers

- introduce refrigerators and cooling devices or radiating heaters

- use combustible compressed or liquid gas

- use inert gas canisters of any size and/or capacity

- use temporary ceilings to partially cover exhibition and congress spaces

- introduce inflatable structures or balloons which use inflammable gas; only those using inert gas are allowed if adequately fixed and of a reasonably small dimension

- access the exhibition and congress areas with motorized vehicles in general; - cover in any way, even partially, the mobile or fixed fire fighting devices of the exhibition and congress structures and the signs indicating emergency exits, forbidden activities and limitations; - lean anything extraneous on the sprinkler system, the ceiling, the pylons, the rafters

- have set-up and dismantling personnel for the exhibition and congress spaces present after agreed opening times

- leave the electricity on at the booth and/or in the exhibition-congress space without the presence of personnel and, in any case, outside of the opening hours of the event

- use loudspeakers or any other source of sound which could create disturbance

- introduce materials and/or products to the exhibition- spaces which are dangerous, bad smelling, or which could cause damage or annoyance to the others - obstruct internal and/ or external corridors and emergency exits with decorating materials, products, packing materials and similar items, during set-up and dismantling and during the entire period of the event

- use equipment or fixtures which do not comply with current safety regulations and legislation

- tamper with or damage in any way the furnishings or premises of the venue

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### Social events

All signage on tables included in the sponsorship of social events will be provided by IPAC'23. Any other promotional material shall be submitted to and approved by IPAC'23, and provided by the Sponsor.

All supplies (napkins, cups, glasses, etc.) will be provided by the Sponsor. Materials can also be provided by IPAC'23 and production costs will be added to the cost of sponsorship.

Other sponsorships  
Supplies: Details for shipment of goods to be supplied for agrees sponsorships will be communicated in due time by the Organizing Secretariat. The Sponsor is in charge of all customs duties and formalities, shipping costs.

All supplies (pens, notepads, lanyards, etc.) shall be submitted to and approved by IPAC'23, and provided by the Sponsor. Materials can also be provided by IPAC'23 and production costs will be added to the cost of sponsorship.

All Shipping details will be communicated in due time by the Organizing Secretariat. The Sponsor is in charge of all customs duties and formalities, shipping costs.

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Secretariat:  
The office srl  
Via San Nicolò 14  
34121 Trieste – Italy  
VAT IT00636740326

Invoicing details must be properly provided upon registration and cannot be changed once invoice is issued.

All amounts indicated in the Sponsorship and Exhibitors Manual are net of 22% VAT, which will be added if applicable.

#### General rules

It is forbidden to

- Smoke inside the Conference venue
- Bring alcoholic beverages inside the Conference venue, if not provided by the designated caterer
- Light fires or use naked flames inside the Conference venue
- Introduce any hazardous material or substances
- Animals are not allowed within the Conference venue.

IPAC'23 has full authority in interpreting and enforcing all the rules set forth herein.

IPAC'23 reserves the right to refuse the registration to any Sponsor which does not comply with the rules set forth herein.

English is the official language of IPAC'23. No other language will be used for communication. All sponsorship materials must be drafted in English.

**Liability** - Sponsor hereby agrees to indemnify, hold harmless and defend IPAC'23 LOC, Organizers and Secretariat, and their respective staff from and against any and all liability, responsibility, loss, damage, cost, or expense of any kind whatsoever as they arise (including but not limited to court costs, interest and attorney's fees) which they may incur in, suffer, be part to, or be required to pay, incident to or arising directly or indirectly from any intentional or negligent act or omission or breach of these Terms and Conditions, or violation of any national law by the Sponsor or any of its staff.

Sponsor assumes full liability for the actions of its staff and contractors, whether acting within or without the scope of their authority, and agrees to indemnify, hold harmless, and defend Organizers, attendees and any other entity as expenses arise, from liability resulting directly or indirectly, or jointly, from other causes which arise because of the acts or omission of its staff or contractors whether acting within or without the scope of their authority.

**Insurance** – IPAC'23 does not cover product and property insurance of the Sponsor. The Company is liable for all the material and direct damages and losses suffered by goods and personal effects of its staff. During the exhibition, the booth shall be watched by the Company staff or authorized personnel and goods or items shall never be left unattended. Sponsor is recommended to obtain their own insurance to be in effect during the dates of the Conference, including set-up and dismantling days.

**Cancellation and refund** – Booth and other sponsorship cancellation requests must be submitted in written to the Organizing Secretariat via email to: [sponsor@IPAC23.org](mailto:sponsor@IPAC23.org):

- Before and on 9<sup>th</sup> January 2023: 70% of the sponsorship will be refunded
- Between 10<sup>th</sup> January 2023 and 9<sup>th</sup> March 2023: only registration fees will be refunded
- After 10<sup>th</sup> March 2023: no refund is envisaged

**Force majeure** - In case the Conference is postponed due to force majeure, the sponsorship can be moved to the new Conference dates; if the Sponsor decides not to confirm the sponsorship, 15% of the full sponsorship will be charged. In case the Conference is cancelled due to force majeure, 5% of the full sponsorship will be charged.

By force majeure it is meant any circumstances beyond the reasonable control of the parties signing the agreement and preventing IPAC'23 from holding the Conference as scheduled. Force Majeure may include, for example, (i) war (whether declared or not), hostilities, invasion, act of foreign enemies,

extensive military mobilisation; (ii) civil war, riot, rebellion and revolution, military or usurped power, insurrection, act of terrorism, sabotage or piracy; (iii) currency and trade restriction, embargo, sanction; (iv) act of authority whether lawful or unlawful, compliance with any law or governmental order, expropriation, seizure of works, requisition, nationalisation; (v) plague, epidemic, natural disaster or extreme natural event; (vi) explosion, fire, destruction of equipment, prolonged breakdown of transport, telecommunication, information system or energy; (vii) general labour disturbance such as boycott, strike and lock-out, go-slow, occupation of factories and premises.

**Applicable law** - In the event of any claim or dispute the parties, Italian law shall be applied and the competent court will be Venice Court.

Sponsor accepts with no reserve these Terms and Conditions. IPAC'23 reserves the right to modify these Terms, giving prompt notice to the Sponsor, who shall accept the new updated version.