INTERNATIONAL EVENTS AND LAW CONFERENCES

EUROPEAN PACIFIC LAW SYMPOSIUM - 2012

TERMS AND CONDITIONS – EXHIBITION AND SPONSORSHIP

Assignment of sponsorship

All sponsorships are non- exclusive and non-negotiable.

Interpretation and Definitions

In this agreement, unless the context otherwise requires, the following definitions shall apply:

1. *'sponsorship'* includes official corporate supporters, platinum, gold, silver and bronze sponsors, welcome party/closing party, all committee social event sponsors and exhibitions:
2. *'sponsor'* means an organisation that is named as one of the official corporate sponsors, platinum, gold, silver and bronze sponsors, welcome party sponsors, closing party sponsors, all social event sponsors and exhibition participants, and
3. *'IELC'* means International Events and Law Conferences.

Application/Cancellation of Sponsorship

Application for sponsorship must be in writing and sent via email or post using the designated application form. Sponsors will be invoiced 100 per cent of the total invoice cost upon placing the order, payable to the IELC within 14 days of receipt of the invoice. Should a sponsor not have paid the final invoice within 30 days of the commencement of the conference *(12 January 2012)*, all advertising, exhibitor space, complimentary passes and sponsorship will be suspended and the client will be liable for 100 per cent of the sponsorship fee. Cancellation of sponsorship will result in an additional €150,00 release fee.

Should the sponsor wish to withdraw from the conference after placing the order, the sponsor will be liable to pay the following amounts:

- Cancellation 120 days before the commencement of the conference 50 per cent of the agreed value;
- Cancellation 90 days before the commencement of the conference 75 per cent of the agreed value;
- Cancellation 60 days before the commencement of the conference 90 per cent of the agreed value.

Cancellation of sponsorship must be directed in writing to: International Events and Law Conferences c/o Head of Sponsorship email interlawconferences@libero.it.

Contract Acceptance

The acceptance of the application shall be at the discretion of the IELC, and upon acceptance becomes a contract. By completing and signing the application form, the undersigned agrees to comply with, and be subject to, the terms and conditions contained in this document. The IELC reserves the right to refuse or deny sponsorship to prospective companies.

Liability

Sponsors assume entire responsibility and hereby agree to protect, indemnify, defend and hold the IELC and its employees and

agents harmless against all claims, losses and damages to persons or property, government charges or fines, attorney fees arising out of the control of or caused by the sponsor's installation, removal, maintenance, occupancy or use of conference premises or a part thereof, excluding any such liability caused by the sole negligence of the venue, its employees and agents.

IELC best practice policy for attendees, exhibitors and sponsors

IELC provides opportunities for sponsors to have direct exposure to conference attendees during the sponsored conference defined in this document. All conference sponsors are expected to abide by the following policies: (1) conference sponsors will not detract from any other company's investment by competing with the sponsored event (e.g.) the hosting of an event at the same time as an IELC sponsored event (2) conference sponsors will not interfere with another sponsor's or exhibitor's communication with an attendee communication, either directly or indirectly (e.g.) the distribution of brochures or other collateral outside of a designated area/exhibition booth. These and other similar actions will be considered unacceptable, and will be prohibited except with the explicit written permission of IELC. All attendees, regardless of whether they are sponsors, exhibit or network at an event, are subject to the guidelines of this policy. Attendance at the conference signifies agreement with this policy and subsequent consequences if violated.

Use of space/promotional materials

Each sponsor must wear an official IELC badge at all times. When exhibiting, all solicitations, demonstration or other promotional activities must be confined to the limits of the area consigned to your organisation. No sponsor can distribute promotional materials in a break-out room or session. Literature on display shall be limited to reasonable quantities. A company's promotional material should not interfere with any other company's sponsorship or exhibit. Sponsors need written permission to distribute promotional materials during an event that they are sponsoring. Further, a sponsor is prohibited from distributing copyrighted materials unless they have written permission to distribute such materials. Exhibitors are not permitted to sub-let, promote or distribute literature or products which are not owned or published by the paying exhibitor, unless agreed with IELC. Law firms may distribute promotional materials regarding their firm, partners, employees or areas of practice at an IELC conference.

Any space not claimed and occupied or for which no special arrangements have been made by noon on the day of the day of the conference commencement date *(12 January 2012),* may be resold or reassigned by the IELC to eliminate empty spaces in the exhibition hall. The IELC will not refund any part of the booth rental and the exhibitor will be liable for the full rental amount. Exhibitors may not assign or sub-let any space allocated to them nor may they advertise or display

goods other than those manufactured or sold by them in the regular course of business.

Exhibitor passes

The maximum number of exhibitor passes allocated per booth is two. Exhibitor badges must be worn at all times and may not be exchanged between colleagues. The pass covers attendance for the entire duration of the conference for the named delegate. Exhibitor badges must not be altered or substituted by the exhibitor. Exhibitors are not permitted to enter sessions or attend committee social events; those who do, will be asked to leave, however, exhibitors may only attend the conference welcome party. Lunches, coffee break and refreshments served in the exhibition area are available to exhibitors only once the delegates have dined. Exhibitors and sponsors are not permitted to invite guests to the conference or exhibition area. Should the exhibitor require more than two badges allocated as part of this agreement, an additional charge of €50 per badge will be incurred.

Exhibition

Exhibitors are responsible for all freight, decorating and labour charges. IELC will not be providing any such services.

Delegate List Use

No delegate list will be provided to participants due to privacy laws.

Removal of exhibits

No exhibitor shall commence dismantling or packing product before the end of the final coffee break on the last day of the conference. It is the responsibility of each sponsor to have material packed, identified and cleared for shipment by the closing of the conference registration desk. Any items left on the booth at the end of the conference that are not packed, identified and marked for shipping will be removed and destroyed.

Booth Construction and arrangement

All exhibits must be confined to the special limits of the booth as indicated on the floor plan of IELC conference organisers. The exhibit booth rental fee includes a table, two side chairs.

Function Space

It is understood that no rooms, suites or other spaces in the conference hotel may be used for exhibit purposes, workshops or other exhibitor sales-related use. The hosting of cocktail parties, open houses and similar exhibitor-sponsored affairs, should be checked with the IELC conference management so as not to conflict with programme events.

Care of exhibition space and building

The exhibitor shall care for and keep allocated space in good order. Cleaning and dusting of the booth and display equipment will be the exhibitor's responsibility. Exhibitors may not place anything in the exhibition space common areas. Exhibitors, or their agents,

must not damage or deface any part of the building. When such damage appears, the exhibitor is liable to the owner of the property so damaged. Electrical wiring must conform to the health and safety regulations of the country the event is being held in. Combustible materials or explosives are not permitted in the exhibition area. All exhibits shall serve the interests of the members of IELC and be operated in a way that does not detract from other exhibits of the conference. Conference management determines the acceptability of persons, things, conduct, sound equipment and/or printed material and reserves the right to require the immediate withdrawal of any exhibit which is believed to be injurious to the purpose of the IELC. In the event of such restriction or eviction, IELC is not liable for any refund of the exhibition fees or any other exhibition related expenses, including but not limited to freight, travel and other incidental costs.

Sales, Samples and Souvenirs

No goods shall be sold for delivery on the floor, which cannot be carried away. Orders may be taken for future delivery for items too large to carry. Free samples and souvenirs may be given away at your designated booth only. Exhibitors may not display literature or products at any other conference areas unless a separate sponsorship agreement has been arranged. Any food or beverages dispensed or given away at your exhibition space must be purchased from or with the consent of the venue where the IELC conference is being held. Exhibitors should contact the catering department at the venue directly.

Complimentary delegate passes

Complimentary delegate passes, given away as part of a sponsorship agreement, can be used only by representatives of the sponsoring companies attending as delegates and is only applicable to the person named on the badge. Complimentary delegate passes cannot be used by the speakers. A completed application form must be completed to receive the complimentary delegate pass. Complimentary delegate passes must be worn at all times, they cannot be exchanged between colleagues, must not be altered or covered by any other sign. Complimentary delegate badges entitle the delegate to the same opportunities as a paying delegate. Complimentary delegate pass holders may attend the welcome party, sessions and purchase tickets to the IELC social events.

Social Event Sponsors

Sponsors of IELC social events are not permitted to erect or display signage, or distribute gifts or literature of any kind unless written permission is given by the IELC.

Artwork

The IELC will not make any amendments to materials supplied for advertisement, where the materials do not conform to IELCs published materials.

Insurance

All exhibitors are strongly urged to obtain insurance coverage against damage or loss and public liability insurance against injury to the person or property of others. Exhibit

materials should be covered from the time they are shipped through move-in, exhibit dates, move–out and until all materials have been received at the point of origin. The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor's equipment and other property brought upon the premises of the venue and shall indemnify and hold harmless the IELC from any and all such abuses, damages and claims and all other forms of loss and attorneys' fees.

Compliance

The exhibitor agrees to abide by and comply with the rules and regulations including any amendments that conference management may make from time to time. The exhibitor further assumes all responsibility for compliance with all pertinent laws, ordinances, regulations and codes of duly authorised local, state and federal governing bodies concerning the fire, safety and health as well as the rules and regulations of the operators of and/or owners of the property where the exhibition is held.

Conference Postponement or Cancellations

The IELC at its discretion shall have the right to postpone or cancel the conference and shall be liable in no way to the sponsor for losses resulting from such delay or cancellation. The IELC will not be liable for fulfilment of this contract as to the delivery of exhibit space if non-delivery is due to any of the following causes. By reason of the facility being damaged or destroyed by fire, act of God, public enemy, war or insurrections, strikes, the authority of the law, or for any cause beyond the IELC's control. It will, however, in the event of its not being able to hold a conference for any of the above named reasons, reimburse the sponsor for the amount already paid for the sponsorship.

Amendments

Any and all matters and questions not specifically covered by the preceding regulations shall be subject to the decision of the IELC. Sponsors shall be notified in writing of any amendments to these regulations.

Questions

Contact Head of Exhibition and Sponsorship International Events and Law Conferences at interlawconferences@libero.it.

Governing Law and Jurisdiction

All agreements shall be exclusively governed and construed in accordance with the laws of Italy without regard to principles of conflict of laws.