# Order form 1
## Exhibition

<table>
<thead>
<tr>
<th>Company Name (for invoice)</th>
<th>Company Name (for publication)</th>
</tr>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Address</th>
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<table>
<thead>
<tr>
<th>Contact Person</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Mobile Phone on site</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>VAT No.</th>
<th>PO Number (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

### We would like to order:

- EXHIBITION SPACE ONLY
  - **Space rental fee:**
    - \( _____ \text{m}^2 \times 345 = _____ \) €

- SHELL SCHEME PACKAGE
  - **Package incl. space rental fee:**
    - \( _____ \text{m}^2 \times 455 = _____ \) €

**Preferred booth position:**
- 1st choice: _____
- 2nd choice: _____
- 3rd choice: _____

**We prefer to be placed next to the following companies:**

**We prefer not to be placed next to the following companies:**

**We need an early set-up day** (according to the number of requests, the additional costs will be split amongst the exhibitors. MCI will inform you about the costs in due course)

**Please also send your logo (high resolution print quality TIFF / .eps / .jpg format) and URL for acknowledgement on the conference website with your order.**

**Comments or special requests:**

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*We will endeavour to accommodate your preferences to the best of our abilities. If this is not possible we will offer you an alternative solution.*

*Please note: our rate for “Exhibition Space Only” does not include any booth installations at all. If you require booth installations (e.g. carpet, walls, shell schemes, furniture, electricity) please order our “Shell Scheme Package”. For details please see [http://www.the-embo-meeting.org/sponsor-exhibit-a-advertise.html](http://www.the-embo-meeting.org/sponsor-exhibit-a-advertise.html)*

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*The EMBO Meeting* is administered by the Gesellschaft zur Förderung der Lebenswissenschaften Heidelberg GmbH in Germany, VAT Reg. No.: NL 823683576B01. All prices exclude VAT. A non-refundable 50% deposit is required immediately after receipt of the corresponding invoice. Full payment must be received by 1 June 2013. We hereby accept the General Terms and Conditions.

<table>
<thead>
<tr>
<th>Date</th>
<th>Company Stamp</th>
<th>Authorised Signature</th>
</tr>
</thead>
</table>
Company Name (for invoice)  Company Name (for publication)

Address

Contact Person  E-mail

Telephone  Mobile Phone on site

VAT No.  PO Number (if applicable)

We would like to order:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>SATELLITE SYMPOSIA</td>
<td></td>
</tr>
<tr>
<td>15 MINUTES</td>
<td>€ 1,000</td>
</tr>
<tr>
<td>30 MINUTES</td>
<td>€ 1,500</td>
</tr>
<tr>
<td>90 MINUTES</td>
<td>€ 3,000</td>
</tr>
<tr>
<td>WELCOME RECEPTION</td>
<td>from € 2,000</td>
</tr>
<tr>
<td>POSTER SESSION</td>
<td>€ 1,200</td>
</tr>
<tr>
<td>THE EMBO MEETING QUIZ</td>
<td>€ 500</td>
</tr>
<tr>
<td>VIDEO OPPORTUNITIES</td>
<td>price on request</td>
</tr>
<tr>
<td>E-NEWSLETTERS</td>
<td>price on request</td>
</tr>
<tr>
<td>MOBILE APP</td>
<td>price on request</td>
</tr>
<tr>
<td>BADGE SCANNER</td>
<td>€ 800</td>
</tr>
<tr>
<td>LANYARDS</td>
<td>€ 3,000</td>
</tr>
<tr>
<td>CONFERENCE BAGS</td>
<td>price on request</td>
</tr>
<tr>
<td>PENS, NOTEPADS AND PROMOTIONAL MATERIAL</td>
<td>€ 500 per item</td>
</tr>
<tr>
<td>INTERNET CAFÉ</td>
<td>price on request</td>
</tr>
<tr>
<td>TWITTER FEED</td>
<td>€ 2,000</td>
</tr>
<tr>
<td>ADVERTISING</td>
<td></td>
</tr>
<tr>
<td>1/1 BLACK &amp; WHITE INSIDE PAGE</td>
<td>€ 1,500</td>
</tr>
<tr>
<td>1/1 COLOUR INSIDE COVER PAGE</td>
<td>€ 3,000</td>
</tr>
<tr>
<td>1/1 colour outside cover page</td>
<td>€ 4,000</td>
</tr>
<tr>
<td>BAG INSERT</td>
<td>€ 1,500</td>
</tr>
<tr>
<td>BROCHURES ON DISPLAY</td>
<td>€ 600</td>
</tr>
<tr>
<td>KEYNOTE &amp; PLENARY LECTURES</td>
<td>from € 3,000 each</td>
</tr>
<tr>
<td>CONCURRENT SESSIONS</td>
<td>€ 1,000 each</td>
</tr>
<tr>
<td>SPECIAL-INTEREST SYMPOSIA</td>
<td>€ 1,000 each</td>
</tr>
<tr>
<td>MEET THE SPEAKER LUNCH</td>
<td>from € 1,000 each per day</td>
</tr>
<tr>
<td>EXPANDING CAREER OPTIONS SESSION</td>
<td>€ 2,500</td>
</tr>
<tr>
<td>MENTORING SESSION</td>
<td>€ 2,500</td>
</tr>
<tr>
<td>TRAVEL GRANTS</td>
<td>€ 500 per travel grant</td>
</tr>
<tr>
<td>LIFE SCIENCES CAREERS</td>
<td>€ 1,500</td>
</tr>
</tbody>
</table>

TOTAL: €

Comments or special requests:

Please also send your logo (high resolution print quality TIFF / .eps / .jpg format) and URL for acknowledgement on the conference website and final programme book with your order.

The EMBO Meeting is administered by the Gesellschaft zur Förderung der Lebenswissenschaften Heidelberg GmbH in Germany, VAT Reg. No.: NL 823683576B01. All prices exclude VAT. A non-refundable 50% deposit is required immediately after receipt of the corresponding invoice. Full payment must be received by 1 June 2013. We hereby accept the General Terms and Conditions.
1. Registration / Contract
   1.1 Registration
   Registration for an exhibit booth or other forms of commercial presentations (i.e. Symposium, Workshop, Course etc) requires the respective written format. The registration form must be completed diligently and duly signed to be legally valid and acceptable. The registration is an irrevocable and legally binding instrument, obligating the applicant from beginning to end of the exhibit.

   1.2 Supplementary or Exceptional Provisions
   Upon signing, the applicant accepts and recognises the General Terms and Conditions as well as any supplementary provisions and is obligated to abide by said terms.

   1.3 Confirmation of Participation / Invoicing
   The written confirmation and subsequent invoicing by the organizer constitutes the sole document of acceptance and admittance to the exhibit and is issued exclusively to the applicant.

   1.4 Contract
   The contract becomes effective upon receipt of the confirmation and subsequent invoice by the organizer. Alterations and/or additional terms and provisions require the written confirmation by the organizer to become legally binding.

   1.5 Contract Components
   Mandatory contract components are
   a) the Registration Form
   b) the General Terms and Conditions
   c) the Supplementary or Exceptional Provisions

   In the event of discrepancies the above referenced provisions apply.

   1.6 Limitations
   The organizer reserves the right to refuse participation to a single applicant for reasons of practicality. For example if the available exhibition space proves insufficient or may limit participation to certain representative business groups deemed imperative to the achievement of the intended purpose of the exhibit. The same provisions apply to exhibition objects, forms of presentation, symposia, workshops or courses, determined in advance not to be directly related to the objective and purpose of the entire event. The organizer has the right to reject and refuse presentation material and/or methods, found unsuitable to the event or to be intolerable to the visitors of the exhibit, even after admittance, at the responsibility and cost of the exhibitor or presenting agency. The organizer may, if warranted, order the removal or temporary storage of unauthorised exponents or forms of presentation. In the above mentioned cases, the affected parties forgo all rights to any type of claim against the organizer.

2. Exhibit Sharing / Booth Sharing
   For reasons of liability it is not possible for two or more companies to share the same booth. All responsible personnel representing an organization at the booth must be employed or commissioned by a single company/institute.

3. Allocation of exhibition space and presentation locations
   3.1 Important Note
   Booth positions cannot be chosen by the exhibitor. The organizer allocates space as well as presentation locations primarily by the date the application form was received, the subject and intent of the respective exhibit, and according to availability of exhibition space and locations. Special requests will be given due consideration in line with the above criteria, however, these cannot be guaranteed.

   3.2 Changes in dimensions or location
   The organizer reserves the explicit right to change locations or dimensions of display space at short notice, even after initial confirmation, where necessary in order to achieve the event target. No compensation can be offered.

   3.3 Exchange, Subletting
   The rights and responsibilities extended to a company by virtue of the confirmation and invoice documentation are absolutely non-transferable and do not permit, even in part, any kind of subletting, exchange and sharing of space or locations to third parties.

   3.4 Organization - Exhibition
   Realisation of the booth design must not deviate in any way from the originally submitted and accepted plans and layouts. The respective minimum and maximum standards for booth construction are determined in the General Terms and Conditions governing participation. Any deviations, however minimal are only permissible after prior consultation and written consent by the organizer. Booth construction must always be free standing and may not be attached to wall, pillars or floors.

   3.5 Organization – Presentation location (Symposia, Workshop, Courses etc.)
   The usage of allocated space and/or presentation locations is only possible within the framework and to the extent agreed upon in advance with the organizer.

   3.6 Organization in general
   Only 100% soluble adhesives may be used to secure temporary flooring / carpeting to pillars, walls and ledges, which are part of the allocated display area or conference rooms. The attachment of advertising materials, posters, any kind of directional signs, as well as gluing, painting, and wallpapering of building parts, ceilings, walls, pillars, floors or other integral parts of the display area is strictly forbidden. Changes to existing conditions, furnishings or inventory warrant the organizer’s explicit written consent in advance.
Any cost arising from such changes (pre- & post-event) are the responsibility of the exhibitor. Reconstruction and renovation works of any kind may only be initiated on order of the organizer and its subagents. Fire alarms, sprinkler systems, hydrants, electrical distributors, telephony equipment, emergency lighting, entrances and emergency exits must be left unobstructed and fully accessible. They may not be removed, obstructed, covered up or taken down.

The use of flammable liquids such as kerosene, heating oil, natural gas etc. for cooking, heating and fueling purposes, the use of heating rods, as well as connecting portable heaters and cooking units which are not equipped with thermal overheating protection is strictly forbidden. The use of bottled gas usually requires a special permit. The local authority for health and safety is the governing body for directives on this issue. It is the exhibitor’s own responsibility to gather the respective authorisation well in advance.

The use of laser equipment generally warrants the advanced coordination and permission of the organizer. Additionally, a permit from the local authority for health and safety in the workplace and a site inspection by a licensed inspector must be secured at the exhibitors own cost.

Authorised and qualified personnel may only use technical equipment at the venue. The exhibitor is held liable for all breaches and/or damages caused by himself, his employees as well as third parties employed by him at the venue.

Additional or supplementary provisions and services, changes and last-minute requests, not explicitly mentioned in the registration forms, always require the written consent of the organizer. It is the responsibility of the exhibitor to notify the organizer well in advance of any such changes or additions and the extent of possible work required as well as securing the appropriate permits.

The organizer is not responsible for surveying deadlines or securing legal assistance of any kind.

4. Exponents & Presentation materials
4.1 Removal, Exchange
The admissible exponents and/or presentation materials may only be removed from the exhibition site with mutual consent. An exchange may only be affected with the organizer’s explicit permission an hour before and an hour after the daily operating hours.

4.2 Direct Sales
Any direct or onsite sales of goods is only allowed with prior written authorisation. Once this permission has been granted, all exponents designated for sale must be clearly marked and priced. Exhibitors and presenting companies must adhere to the guidelines provided by the local commercial and health & safety authorities and are responsible for the securing of any permits if warranted.

4.3 Commercial Legal Coverage
Exhibitors and presenting agency are responsible for necessary legal protection and copyright. A six-month protection / warranty for samples and product warranties from the beginning of the event is only necessary if the local legal authorities require this.

5. Payment Requirements
5.1 Payment Responsibility, VAT
The exhibitor or the presenting company is responsible for timely payment to the organizer of all applied and approved services at the established tariffs. This also applies to services by third parties which have been advanced by the organizer within the contractual framework and on behalf of the exhibitor or presenting agency.

All prices are net and might require the addition of the applicable VAT, depending on the country the exhibiting company is registered.

The VAT Registration Number of the Gesellschaft zur Förderung der Lebenswissenschaften Heidelberg GmbH is DE264471047.

5.2 Due Date – Maturity
Instalments or outstanding payments reflected on the application and confirmation / invoice, are due in full and without deduction on the applicable date, and payable either directly to the organizer or to a specific account initiated by the organizer for this purpose. The invoice number must always be cited for cross-reference.

Any supplementary provisions and services, especially if granted on site, will be invoiced immediately the event, having been double checked for their validity, and become due immediately without delay. In the event of delays or non-payment, the organizer is authorised to levy penalties, not exceeding 8% of the basic tariff charged by the European Central Bank, insofar that it is proven that the exhibitor or presenting agency is not an end user in the legal sense. The latter calls for a penalty of 5% of the base tariff of the European Central Bank.

5.3 Surrender, Set-Off
The surrender of claims is not admissible. The set-off of claims is only possible upon presentation of uncontested and legally founded counter claims.

5.4 Appeals
Appeals can only be considered by the organizer, if submitted in writing within 14 days of the initial date of invoice.

5.5 Legal Claims
The organizer reserves the right, if warranted, to make use of the right to claim as security and sell the impounded goods or objects, and after giving due notice of its intention. Limited liability for impounded goods or objects is only accepted by the organizer in the event of intent or gross negligence.

6. Liability Insurance, Security
6.1 Liability of the organizer
The organizer has secured insurance cover for personal injury and damage to objects. The entire exhibition venue, including conference rooms, is secured and guarded day and night, however; this security measure excludes the surveillance of individual booth or materials. The liability coverage for general night surveillance is not included. The organizer is only liable for damages resulting from mal-intent or gross negligence. A separate fire protection cover will be provided, if specified by local authority requirements.

Claims must be submitted to the organizer immediately. They become invalid if not recognized by the organizer or if not submitted within 6 months from the end of the event. The organizer refuses liability for damages resulting from differentials in services rendered or reasons beyond their control, for example if the power supply could not be guaranteed by the local power company. The organizer cannot be held responsible for natural disasters, according to paragraph 8.

The organizer is not liable for loss, theft or damage to exponents or presentation objects and personal belongings brought in for the event or damaged during transportation to the event. Follow-up damage claims for lost profits, replacements and such are unacceptable.

6.2 Exhibitor Responsibilities
Exhibitors must comply with rules and regulations of the venue. The rented display space and/or rooms are to be treated with care by exhibitors and/or presenting agencies before, during and after the respective event. The same applies to any objects and props rented by the organizer explicitly for the event. Exhibitors and/or presenting agencies are held liable for all damages to persons or objects, caused by the exhibitor, his/her employees and any third parties in his temporary employ, his/her vehicles or his/her visitors at the venue location, to the inventory of same or to loading ramps or designated parking areas. Display booth and presentation rooms are to be adequately staffed and guarded during the assembly phase, the exhibition itself and the dismantling
period. Any additional or personal objects are to be safe-
guarded, as they are not covered under the insurance policy.

It is the duty of exhibitors to obtain additional insurance to
safeguard for any cases of personal injury, damage to objects
or theft. It is advisable to make use of the specialised services
provided by the organizer for extra night security for individual
booths or exponents.

7. Contract Cancellation Clause

7.1 Cancellation by the exhibitor or presenting agency
Companies that have applied for exhibition space or presen-
tation rooms and received confirmation for these from the
organizer cannot be released from the contract. If the appli-
cant must insist on release and the organizer grants an ex-
ceptional release, the following cancellation fees will apply
and are payable to the organizer without delay, to cover any
damage arising from the cancellation:

- 10% of invoice amount – for cancellations up to 16 weeks
  prior to The EMBO Meeting
- 25% of invoice amount – for cancellations thereafter and up
to 13 weeks prior to The EMBO Meeting
- 50% of invoice amount – for cancellation thereafter and up
to 10 weeks prior to The EMBO Meeting
-100% of invoice amount - for cancellations thereafter.

The obligation for payment remains, if the company regis-
tered for exhibition space or other forms of presentation is
unable to prove that the potential loss caused by cancellation
is actually less than the cancellation fee.
In case of partial cancellation of the services registered for,
cancellation fees as mentioned above will be invoiced for
those cancelled services only.

7.2 Cancellation by the organizer
The organizer has the right to cancel an applicant:
a) if said applicant does not make payment according to the
contractual terms and conditions.
b) in case of No Show or disregard of the assembly specifica-
tions, if the assembly of the booth does not occur within the
contractually agreed timeframe, or if the display booth is not
occupied in time, i.e. at least two hours before the official
opening of the event

c) if breaches of the house rules are committed.
In case of serious breaches of the house rules by the exhibi-
tor and/or presenting agency and if these are not remedied
after numerous warnings.
d) Reasons resulting from the person or persons representing
the exhibitor or presenting agency, if the prerequisites for
granting admission / confirmation are not known to the per-
son/persons representing the exhibitor or presenting agency
or if the organizer becomes aware of reasons in retrospect,
which would have impeded admission. This applies in particu-
lar to cases of bankruptcy or insolvency by the exhibitor or
presenting agency. The exhibitor or presenting agency is
obliged to notify the organizer immediately. The confirmation
and admission can be revoked without obligation in such
cases and the services ordered may be disposed of differ-
ently.

No compensation is not applicable in those cases. The ex-
hibitor and/or presenting agency is held liable for any damag-
es or losses incurred as a result of their cancellation, in ac-
cordance with paragraph. 7.1, if the space or rooms cannot
be rented again. As security for eventual claims, including
future claims, the organizer can utilise their right to demand a
security deposit. the organizer cannot be held liable for dam-
age of retained goods or objects. The exhibitor or presenting
agency is obligated to disclose any information in regard to
ownership of the exponents at any time.

8. Reasons beyond the organizer’s control

The event may be moved to a different date, cancelled alto-
gether or the time frame changed as a result of incidents
beyond anyone’s control or extenuating circumstances out of
the organizer’s control. The application remains binding in the
event of such circumstances. Upon presentation of a written
petition, the application may be revoked and the applicant
released from obligations to the organizer. However, even
with the explicit consent of the organizer and if the rented
space and/or presentation rooms can be sublet without fur-
ther damage, 25% of the originally invoiced amount are
retained as compensation. This also applies in the case that
the event had to be cancelled for reasons beyond anyone’s
control. The applicant has no right to regress if the event has
been moved to a different date, a different time frame or
entirely cancelled – regardless of the reasons.

9. Video clips and Soundtracks

Video or sound recordings of the display area, portions there-
of or presentations are only permitted during regular operat-
ing hours of the exhibit and if it can be established that these
will not present a hazard to visitors, with the consent of the
exhibitor and/or presenting agency.

10. Advertising

Exhibitors and/or presenting agencies are only allowed to
advertise within the confines of their rented space. Non-
participants or third parties are prohibited from advertising in
the exhibit halls or presentation rooms, as well as the en-
trance or exit areas. Unsuitable solicitation or advertisement
which does not conform to the framework of the event must
be avoided: Illuminated company logos (neon or flashing) are
only acceptable with the prior written consent by the organiz-
er. Optical, moveable and sound advertising materials are
only tolerated if they do not constitute any aggravation to
visitors, exhibitors and/or presenting agencies alike. Movie
(celluloid film) presentations according to regulation are
forbidden.

The organizer is authorised to confiscate, prevent or remove
any advertising means or materials, which are in violation to
stipulations mentioned above, without the aid of legal force,
prior warning and no responsibility for eventual damages.
Any resulting cost becomes the responsibility of the exhibitor
and/or presenting agency.

11. Organizational and General Notices

11.1 House Rules and the adherence to safety regula-
tions enforced by the local police authorities

The exclusive house rules are held by the owner of the rented
exhibition facilities and apply to all locations onsite. This
includes the authority to exercise control of the display areas
and presentation methods as well as to enforce security
measures and to ensure rules and regulations are adhered to
in the best interests of a successful event. Submission of a
signed application commits the exhibitors and/or presenting
agencies and their trustees to adherence of these rules and
regulations governing the event, as well as the strict adher-
ence to all security measures and government regulations,
the technical safety standards, enforced by the owner of the
exhibition halls as well as the organizer. It is strictly forbidden
to stay overnight in mobile homes within the confines of the
venue grounds.

11.2 Pets and animals

Pets or animals of any kind are not permitted at the venue.

11.3 Artist / Performance Social Fees

The exhibitor and/or presenting company is solely responsi-
ble for payment of any artist salaries, social security and
performance fees for all services or presentations hired or
ordered and releases the organizer from any responsibility
against possible claims of third parties.

11.4 Operating Hours / Schedule adherence

The exhibitor is responsible for the staffing and must insure
the cleanliness of the rented display area during opening
hours. The exhibitor is also responsible to ensure adequate
staffing of the presentation locations during the set-up and
dismantling phases and to vacate these timely and in clean
condition. All exhibitors and their employees and trustees are
obligated to vacate the premises and remove all vehicles
from the designated parking areas within an hour of closing
time.

11.5 Dismantling phase / Termination of the event
After the official closing of the scheduled event, the exhibitor
and/or presenting agency is responsible for the timely dis-
mantling of the display area and within the contractually
designated time frame.
Ongoing presentations or events are to be terminated and
any presentation materials and props must be removed from
the rooms within the designated time frame.

Rentals are to be returned before the deadline to the respec-
tive rental agency. If the dismantling of the display booth or
the presentation materials as well as the imported objects by
the exhibitor and/or presenting agency are not effected on
schedule, the organizer is then authorised, after giving due
notice, to order removal of any such objects at the cost and
responsibility of the exhibitor and/or presenting agency. If a
presentation over runs, the organizer has the right to close or
stop the presentation in order to re-use the facilities and/or bill
the presenting agency for the extra time.

11.6 Forgotten or unclaimed materials
Exponents and/or presentation materials which remain un-
claimed after the deadline specified in the special attachment
to the General Terms and Conditions, will be removed or
stored - depending on what is left - at the cost of the respon-
sible company or agency. Transportation or storage cost
such materials are the responsibility of the exhibiting or pre-
senting agency or business.

11.7 Miscellaneous
The organizer reserves the right to effect any changes
deemed necessary to ensure the overall success of the
event.

11.8 Federal Data Protection and Privacy Act
The exhibitor or sponsor agrees that, for organizational pur-
poses of the meeting, the data given in the application form
may be used, processed and published (e.g. within the list /
documentation of exhibitors and sponsors). All personal and
private data of the organizer business partners are processed
and saved under strict adherence to EU Data Protection laws
within the framework of the contractual objectives.

11.9 Final Clause
Place of fulfilment is the city the meeting / exhibition takes
place. Exclusive Court of Jurisdiction for all disputes arising
out of the contract or these general conditions is the Court of
Mannheim, Germany.