# TABLE OF CONTENT

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT INFORMATION</td>
<td>3</td>
</tr>
<tr>
<td>WELCOME LETTER FROM THE CHAIRS</td>
<td>4</td>
</tr>
<tr>
<td>IPVS BOARD AND COMMITTEES</td>
<td>5</td>
</tr>
<tr>
<td>GENERAL INFORMATION</td>
<td>6</td>
</tr>
<tr>
<td>CME ACCREDITATION</td>
<td>7</td>
</tr>
<tr>
<td>PREVIOUS CONFERENCE STATISTICS</td>
<td>8</td>
</tr>
<tr>
<td>HPV 2015 SUPPORTERS &amp; EXHIBITORS</td>
<td>9</td>
</tr>
<tr>
<td>PRELIMINARY TIMETABLE</td>
<td>10</td>
</tr>
<tr>
<td>INFORMATION FOR SUPPORTERS AND EXHIBITORS</td>
<td>13</td>
</tr>
<tr>
<td>SUPPORT OPPORTUNITIES</td>
<td>13</td>
</tr>
<tr>
<td>PACKAGES &amp; SYMPOSIA</td>
<td>14</td>
</tr>
<tr>
<td>EDUCATIONAL SUPPORT OPPORTUNITIES</td>
<td>20</td>
</tr>
<tr>
<td>PROMOTIONAL SUPPORT OPPORTUNITIES</td>
<td>21</td>
</tr>
<tr>
<td>ADVERTISING OPPORTUNITIES</td>
<td>23</td>
</tr>
<tr>
<td>EXHIBITION</td>
<td>24</td>
</tr>
<tr>
<td>FLOOR PLAN</td>
<td>26</td>
</tr>
<tr>
<td>ADDITIONAL INFORMATION FOR SUPPORTERS &amp; EXHIBITORS</td>
<td>27</td>
</tr>
<tr>
<td>BOOKING PROCEDURES &amp; PAYMENT INFORMATION</td>
<td>28</td>
</tr>
<tr>
<td>SUPPORT BOOKING FORM</td>
<td>29</td>
</tr>
<tr>
<td>VAT INFORMATION</td>
<td>31</td>
</tr>
<tr>
<td>TERMS &amp; CONDITIONS</td>
<td>32</td>
</tr>
</tbody>
</table>
CONTACT INFORMATION

CONFERENCE ORGANIZER / SECRETARIAT
Kenes International
HPV 2017
Rue Francois-Versonnex 7
CH-1207 Geneva
Switzerland
Tel: +41 22 908 0488
Fax: +41 22 906 9140
E-mail: 
Website: www.hpv2017.org

EXHIBITION/SUPPORT
Klinta Stala
Industry Liaison and Sales Associate
Tel: +31 20 207 630 108
Mobile: +31 6 5115 8793
E-mail: kstala@kenes.com

TECHNICAL AND EXHIBITION
Udi Kanner
Tel: +41 22 908 0488 Ext. 552
Fax: +41 22 906 9140
E-mail: UKanner@kenes.com

HOTEL ACCOMODATION
Irina Sapir
Tel: +41 22 908 0488 Ext. 998
Fax: +41 22 906 9140
E-mail: isapir@kenes.com

! Special Rates For Industry !
WELCOME LETTER FROM THE CHAIRS

Dear Colleagues and Friends,

On behalf of the Local Organizing Committee and the International Papillomavirus Society (IPVS), we are pleased to invite you to participate in the 31st International Papillomavirus Conference & Clinical and Public Health Workshops that will be held in Cape Town, South Africa, on February 28th – March 5th 2017.

Through workshops, invited lectures, and oral and poster sessions presenting the latest research results, the conference will cover papillomavirus (PV)-related topics from basic science to global health impact. In line with the IPVS mission of addressing the most recent advances across the spectrum of PV research, conference themes will include the epidemiology and molecular biology of PVs; animal models for the study of related disease; impact of the microbiome on HPV; basic immunology and pathogenesis of PVs; therapeutic and prophylactic vaccines; prevention of cervical cancer and other PV-associated diseases, and promotion of the spread of the scientific knowledge to benefit the whole community. This last aspect is particularly appropriate for this conference, as it is the first time it is being held on the African continent - where cervical cancer is increasingly a major public health problem, especially where it is further exacerbated by HIV co-infection.

We are happy to host the 2017 HPV meeting in the vibrant city of Cape Town, South Africa. Cape Town is home to two of South Africa’s eight World Heritage sites – Robben Island, where Nelson Mandela was famously imprisoned, and the astonishingly rich Cape Floral Region – as well as having Table Mountain, recently voted one of the world’s new seven wonders of nature. We do hope that you will join us in what promises to be a most extraordinary event!

Yours sincerely,

Anna-Lise Williamson, PhD, Professor
Chair Organizing Committee

Ed Rybicki, PhD, Professor
Co-Chair Organizing Committee

Silvia de Sanjosé, M.D.
IPVS President
IPVS BOARD AND COMMITTEES

Silvia de Sanjosé, President
Joel Palefsky, Past President
Bettie M. Steinberg, Past President
Martin Kast, Treasurer
Robert Burk, Secretary
Ian Frazer, Board Member
Xavier Bosch, Board Member
Peter Snijders, Board Member
Suzanne Garland, Board Member
Thomas Iftner, Board Member
Cosette Wheeler, Board Member
Christine Clavel, Board Member
Marc Arbyn, Board Member
Denise A. Galloway, Board Member
Eduardo Franco, Board Member
Margaret Stanley, Vice-President
Thomas R. Broker, Board Member
Ana Giuliano, Board Member
Jose Jeronimo, Immediate Past President
Anna-Lise Williamson, HPV 2017 Head Organizer

HPV 2017 EXECUTIVE COMMITTEE

Joel Palefsky, USA - Chair
Anna-Lise Williamson, South Africa - Co-Chair
Ed Rybicki, South Africa - Member
Cindy Firnhaber, South Africa - Member
Eduardo Franco, Canada - Member
Denise Galloway, USA - Member
GENERAL INFORMATION

VENUE
CTICC - Cape town international Convention Center
Convention Square
1 Lower Long Street
8001 Cape Town, South Africa
Website: www.cticc.co.za

PARTICIPANTS
Approx. 1,800 pax

CME/CPD Accreditation
For more information about CME/CPD Accreditation of this medical event, see the CME page of the prospectus.

LANGUAGE
The official language of the conference is English. All abstracts and presentations should be in English.

LIABILITY AND INSURANCE
The Conference Secretariat and Organizers cannot accept liability for personal accidents or loss of or damage to private property of participants. Participants are advised to take out their own personal travel and health insurance for their trip.

INTERNATIONAL PAPILLOMAVIRUS SOCIETY (IPVS) MEMBERSHIP
To benefit from reduced registration rates, you have to be in good standing for paid membership during the Conference. For questions regarding IPVS membership, contact the IPVS Office.
Tel: +41 22 906 9160;
Fax: +41 22 732 2607
E-mail: ipvsmembership@kenes.com
To learn more about IPVS, please visit: www.ipvsoc.org
CME ACCREDITATION

COMMITMENT TO THE HIGHEST STANDARDS IN CME/CPD
Kenes is committed to being a valuable and knowledgeable partner in the design and delivery of educationally strong, independent, transparent, and effective CME/CPD programs. Kenes is a proud member of the Good CME Practice Group (gCMEp), a member organization contributing to improving health outcomes by:

- Championing best practice in CME
- Maintaining and improving standards
- Mentoring and educating
- Working in collaboration with critical stakeholders

For more information, visit: www.gcmep.eu/

INTERNATIONAL CME ACCREDITATION
An application for CME Credit will be made once the scientific program is finalized. Complete details will be available on the Conference web site at www.hpv2017.org

SATELLITE SYMPOSIA
Satellite Symposia are offered to industry as non-CME commercial/promotional sessions. As such, companies are free to choose their topics, invite speakers, and control content. However, topic and program are subject to approval by the scientific committee and all such sessions will be indicated in the program as: Satellite Symposium organized by: Company Name (not included in the main event CME/CPD credit offering).
PREVIOUS CONFERENCE STATISTICS

Top 20 Countries

- USA: 27%
- Portugal: 8%
- UK: 6%
- Germany: 5%
- Brazil: 4%
- Spain: 3%
- Canada: 2%
- France: 2%
- China: 2%
- Belgium: 2%
- The Netherlands: 2%
- Sweden: 2%
- Mexico: 2%
- Norway: 2%
- Denmark: 2%
- Italy: 2%
- Japan: 2%
- Australia: 2%
- Turkey: 2%
- Czech Republic: 2%

Professional Interest

- Epidemiology: 21%
- Gynecology, Virology: 11%
- Molecular Biology, Pathology: 9%
- Public Health: 6%
- Microbiology: 5%
- Infectious Diseases: 5%
- Immunology, Oncology, Gynecologist: 4%
- Gynecologic Oncology: 3%
- Cytology, Obstetrics and Gynecology: 2%

Participants by Professional Role

- Resident/Research Fellow: 5%
- Nurse/Healthcare Practitioner: 1%
- Student: 16%
- Clinical Practitioner: 22%
- Industry/Corporate Professional: 17%
- Clinical Researcher: 20%
- Basic Science Researcher: 19%
# PRELIMINARY TIMETABLE

**Tuesday, February 28th**

<table>
<thead>
<tr>
<th>Time</th>
<th>Room 1</th>
<th>Room 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.00 - 10.15</td>
<td>Public Health Workshop</td>
<td>Clinical Workshop</td>
</tr>
<tr>
<td>10.15 - 10.45</td>
<td></td>
<td>Coffee Break</td>
</tr>
<tr>
<td>10.45 - 12.15</td>
<td>Public Health Workshop</td>
<td>Clinical Workshop</td>
</tr>
<tr>
<td>12.15 - 13.15</td>
<td>Lunch Boxes for Workshop Participants</td>
<td></td>
</tr>
<tr>
<td>13.15 - 15.00</td>
<td>Public Health Workshop</td>
<td>Clinical Workshop</td>
</tr>
<tr>
<td>15.00 - 15.30</td>
<td></td>
<td>Coffee Break</td>
</tr>
<tr>
<td>15.30 - 17.00</td>
<td>Public Health Workshop</td>
<td>Clinical Workshop</td>
</tr>
</tbody>
</table>

**Wednesday, March 1st**

<table>
<thead>
<tr>
<th>Time</th>
<th>Room 1</th>
<th>Room 2</th>
<th>Room 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.00 - 10.30</td>
<td>Public Health Workshop</td>
<td>Clinical Workshop</td>
<td>Basic Science</td>
</tr>
<tr>
<td>10.30 - 11.00</td>
<td></td>
<td>Coffee Break</td>
<td></td>
</tr>
<tr>
<td>11.00 - 12.30</td>
<td>Public Health Workshop</td>
<td>Clinical Workshop</td>
<td>Basic Science</td>
</tr>
<tr>
<td>12.30 - 14.15</td>
<td>Lunch Boxes for Workshop Participants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.45 -14.15</td>
<td>Industry Symposium -</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>not eligible for main CME/CPD credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.15 - 14.30</td>
<td></td>
<td>Short Break</td>
<td></td>
</tr>
<tr>
<td>14.30 -16.30</td>
<td>Plenary Lectures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.30 - 17.00</td>
<td></td>
<td>Coffee Break</td>
<td></td>
</tr>
<tr>
<td>17.00 - 18.30</td>
<td>Opening Ceremony and</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lecture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18:30</td>
<td></td>
<td></td>
<td>Welcome Reception in the Exhibition</td>
</tr>
</tbody>
</table>
### Thursday, March 2nd

<table>
<thead>
<tr>
<th>Time</th>
<th>Room 1</th>
<th>Room 2</th>
<th>Room 3</th>
<th>Room 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.00-8.50</td>
<td>Meet the Experts</td>
<td>Meet the Experts</td>
<td>Meet the Experts</td>
<td>Meet the Experts</td>
</tr>
<tr>
<td>8.50 - 9.00</td>
<td>Short Break</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.00-11:00</td>
<td>Parallel Session: Research Papers</td>
<td>Parallel Session: Research Papers</td>
<td>Parallel Session: Research Papers</td>
<td>Parallel Session: Research Papers</td>
</tr>
<tr>
<td>11:00 - 11:30</td>
<td>Coffee Break, Poster Viewing and Visit the Exhibition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.30 - 12.30</td>
<td>Plenary Lectures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.30 - 14.00</td>
<td>Lunch, Poster Viewing and Visit the Exhibition</td>
<td>Industry Symposium - not eligible for main CME/CPD credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.00 - 14.15</td>
<td>Short Break</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15:45 - 16:00</td>
<td>Short Break</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16:00 - 17:30</td>
<td>Poster Presentation 1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Friday, March 3rd

<table>
<thead>
<tr>
<th>Time</th>
<th>Room 1</th>
<th>Room 2</th>
<th>Room 3</th>
<th>Room 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.50 - 8.50</td>
<td>Industry Symposium - not eligible for main CME/CPD credits</td>
<td>Industry Symposium - not eligible for main CME/CPD credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.50 - 9.00</td>
<td>Short Break</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.00-11:00</td>
<td>Parallel Session: Research Papers</td>
<td>Parallel Session: Research Papers</td>
<td>Parallel Session: Research Papers</td>
<td>Parallel Session: Research Papers</td>
</tr>
<tr>
<td>11:00 - 11:30</td>
<td>Coffee Break, Poster Viewing and Visit the Exhibition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.30 - 12.30</td>
<td>Plenary Lectures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.30 - 14.00</td>
<td>Lunch, Poster Viewing and Visit the Exhibition</td>
<td>Industry Symposium - not eligible for main CME/CPD credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.00 - 14.15</td>
<td>Short Break</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15:45 - 16:00</td>
<td>Short Break</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16:00 - 17:30</td>
<td>Poster Presentation 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td>Room 1</td>
<td>Room 2</td>
<td>Room 3</td>
<td>Room 4</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------</td>
<td>--------------------------------</td>
<td>--------------------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>8.00 - 8.50</td>
<td>'Meet the Experts</td>
<td>'Meet the Experts</td>
<td>'Meet the Experts</td>
<td>'Meet the Experts</td>
</tr>
<tr>
<td>8.50 - 9.00</td>
<td></td>
<td>Short Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.00 - 10.30</td>
<td>Parallel Session: Research Papers</td>
<td>Parallel Session: Research Papers</td>
<td>Parallel Session: Research Papers</td>
<td>Parallel Session: Research Papers</td>
</tr>
<tr>
<td>10.30 - 12.30</td>
<td></td>
<td>Coffee Break and Poster Presentation 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.30 - 14.00</td>
<td></td>
<td>Lunch Break and Visit the Exhibition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.00 - 16.00</td>
<td>Parallel Session: Research Papers</td>
<td>Parallel Session: Research Papers</td>
<td>Parallel Session: Research Papers</td>
<td>Parallel Session: Research Papers</td>
</tr>
<tr>
<td>16.00 – 17.00</td>
<td>Plenary Lectures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19:00</td>
<td></td>
<td></td>
<td></td>
<td>Networking Event TBC</td>
</tr>
</tbody>
</table>
INDUSTRY SUPPORT – INFORMATION FOR SUPPORTERS AND EXHIBITORS

SUPPORT OPPORTUNITIES

You will be given a support category status dependent upon the total amount of your support. The total contribution will consist of items such as advertisements, satellite symposia and exhibition space (excluding storage space). You will benefit from outstanding advantages linked to your supporter category.

Status will be allocated as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Minimum contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLATINUM Supporter</td>
<td></td>
</tr>
<tr>
<td>DIAMOND Supporter</td>
<td></td>
</tr>
<tr>
<td>GOLD Supporter</td>
<td></td>
</tr>
<tr>
<td>SILVER Supporter</td>
<td></td>
</tr>
<tr>
<td>BRONZE Supporter</td>
<td></td>
</tr>
<tr>
<td>GENERAL Supporter</td>
<td></td>
</tr>
</tbody>
</table>

Benefits will be allocated to Supporters based on the following table:

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Supporter’s logo (company logo only, no product logos) with hyperlink on Conference website</th>
<th>Supporter’s logo (company logo only, no product logos) in the Final Program Guide</th>
<th>Conference registrations</th>
<th>Acknowledgment on Supporters’ Board on-site</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLATINUM Supporter / Package</td>
<td>✓</td>
<td>✓</td>
<td>10</td>
<td>✓</td>
</tr>
<tr>
<td>DIAMOND Supporter / Package</td>
<td>✓</td>
<td>✓</td>
<td>8</td>
<td>✓</td>
</tr>
<tr>
<td>GOLD Supporter / Package</td>
<td>✓</td>
<td>✓</td>
<td>8</td>
<td>✓</td>
</tr>
<tr>
<td>SILVER Supporter / Package</td>
<td>✓</td>
<td>✓</td>
<td>6</td>
<td>✓</td>
</tr>
<tr>
<td>BRONZE Supporter / Package</td>
<td>✓</td>
<td>✓</td>
<td>4</td>
<td>✓</td>
</tr>
<tr>
<td>GENERAL Supporter / Package</td>
<td>✓</td>
<td>✓</td>
<td>–</td>
<td>✓</td>
</tr>
</tbody>
</table>

Branded items will carry company logos only. No products logos.

Advertisements in the Conference Program will be included in the Industry Support and Exhibition section \ Separated Support and Exhibition Catalogue.

SPECIAL REQUESTS

Tailored packages can be arranged to suit your objectives. Feel free to contact the Industry Liaison and Sales Associate to discuss your needs: Klinta Stala, E-mail: kstala@kenes.com.
PACKAGES & SYMPOSIA

PLATINUM SUPPORTER PACKAGE  2 Available

Plenary Satellite Symposium
- Opportunity to organize an Official Satellite Symposium in a Plenary Hall, up to 90 minutes (Program subject to the approval of the Conference Scientific Program Committee)
- Includes: hall rental, standard audio/visual equipment, display table
- Permission to use the phrase: Official Satellite Symposium of the “31st International Papillomavirus Conference”
- Symposia Program and abstracts will be included in the Industry Support and Exhibition Section of the Conference Final Program Guide (subject to receipt by publishing deadline)
- The supporting company in addition to the support fee must cover all speakers’ expenses including registration, accommodation and travel expenses. This also applies if the speakers have already been invited by the Meeting organizers

Promotion
- Meeting room - room at the venue that will be used as a meeting room. The supporting company will be able to host and entertain its guests throughout the event. Companies will have the option to order catering at an additional cost. Hospitality provided will be in compliance with all relevant industry codes
- Mailshot - Gain additional exposure for your Symposium, by sending out a Mailshot to the pre-registered delegates who have agreed to disclose their details. Mailshot to be sent at a date and time coordinated with the Congress Organizer

Congress App Notification
- 1 “push notification”* sent to all participants** onsite through the mobile app - to be coordinated with Congress Organizer.
- Support will be acknowledged in the Industry Support and Exhibition section of the Program, on the event website and with signage during the event following all compliance regulations.
- *(only available for companies that have an industry symposium or Meet the Expert)**(only for those who have accepted to receive such information)

USB Sticks / E-Poster Area*
- Abstract USB
  - The USB will contain all of the HPV 2017 Congress Abstracts
  - The USB may be distributed to all participants from the Supporter’s exhibition booth
  - Each participant will receive an exchange voucher in their registration kit
  - Exclusive advertisement on one side of the USB
  - Exclusive advertisement on the back cover of the exchange voucher
  - Support will be acknowledged in the Industry Support and Exhibition section of the Program, on the event website and with signage during the event following all compliance regulations
E-Posters - a unique combination of scientific posters and interactive content. An E-Poster is an electronic version of the traditional paper poster and is shown at dedicated digital stations at the event.

- E-Posters create unique networking and engagement opportunities and generate participants’ interest and good exposure for authors. The highly trafficked E-Poster terminals located in prime locations will allow attendees to access the electronic presentations easily and conveniently.

- E-Poster support includes:
  - Signage at the entrance to the E-Poster area with “Supported by...” and a company logo only
  - “Supported by...” and a company logo only on each individual E-Poster station, on the “sail” as shown in the image.
  - Support will be acknowledged in the Industry Support and Exhibition section of the Program, on the event website and with signage during the event following all compliance regulations.

* The items will be sold on first come, first serve basis.

Exhibition Space

- 42m² Exhibition space (additional space can be purchased at a reduced cost of $450 +VAT per square meter)

Advertisement

- Inclusion of Company’s symposium invitation in the participants’ bags (insert to be provided by company)
- Full Page Color Symposium Advertisement in the Industry Support and Exhibition section of the conference Final Program Guide (if applicable)
- Support will be acknowledged in the industry support and exhibition section of the program, on the event website and with signage during the event

Registrations:

- 10 (Ten) full conference registrations
**DIAMOND SUPPORTER PACKAGE**

**1 Available**

**Plenary Satellite Symposium**
- Opportunity to organize an Official Satellite Symposium in the Plenary Hall, up to 90 minutes (Program subject to the approval of the Conference Scientific Committee)
- Includes: hall rental, standard audio/visual equipment, display table
- Permission to use the phrase: “Official Satellite Symposium of the "31st International Papillomavirus Conference”
- Symposia Program and abstracts will be included in the Industry Support and Exhibition Section of the Conference Final Program Guide (subject to receipt by publishing deadline)
- The supporting company in addition to the support fee must cover all speakers’ expenses including registration, accommodation and travel expenses. This also applies if the speakers have already been invited by the Meeting organizers

**Promotion**
- **HPV 2017 Landing Page** - Wireless Network Provision: Delegates wishing to access the internet via their own laptop/ smartphone may do so by using the conference Wi-Fi. An initial branded splash screen will bear the supporter’s logo and company name. Supports of this piece of technology will receive strong visibility during the meeting
- **Mailshot** - Gain additional exposure for your Symposium, by sending out a Mailshot to the pre-registered delegates who have agreed to disclose their details. Mailshot to be sent at a date and time coordinated with the Congress Organizer

**Exhibition Space**
- 42m² Exhibition space (additional space can be purchased at a reduced cost of $450 +VAT per square meter)

**Advertisement**
- Inclusion of Company’s symposium invitation in the participants’ bags (insert to be provided by company)
- Full Page Color Symposium Advertisement in the Industry Support and Exhibition section of the conference Final Program Guide (if applicable)
- Support will be acknowledged in the industry support and exhibition section of the program, on the event website and with signage during the event

**Registrations:**
- 8 (eight) full conference registrations
GOLD SUPPORTER PACKAGE   1 Available

Plenary Satellite Symposium
- Opportunity to organize an Official Satellite Symposium in the Plenary Hall, up to 90 minutes (Program subject to the approval of the Conference Scientific Committee)
- Includes: hall rental, standard audio/visual equipment, display table
- Permission to use the phrase: “Official Satellite Symposium of the “31st International Papillomavirus Conference”
- Symposia Program and abstracts will be included in the Industry Support and Exhibition Section of the Conference Final Program Guide (subject to receipt by publishing deadline)
- The supporting company in addition to the support fee must cover all speakers’ expenses including registration, accommodation and travel expenses. This also applies if the speakers have already been invited by the Meeting organizers

Promotion
- Conference Mobile Application - The Mobile Application enables participants to access all Congress related information and functions, such as scientific program, abstracts, E-Posters, faculty information, participant’s “personal scheduler”, membership information, industry support and exhibition information (separate section), city information, etc.
  • Support will be recognized on the home screen with “Supported by...” with a company logo
  • 2 “push notifications” are included in the sponsorship package
  • Support will be acknowledged in the Industry Support and Exhibition section of the Program, on the event website and with signage during the event following all compliance regulations

Exhibition Space
- 24m² Exhibition space (additional space can be purchased at a reduced cost of $350 +VAT per square meter)

Advertisement
- Inclusion of Company’s symposium invitation in the participants’ bags (insert to be provided by company)
- Full Page Color Symposium Advertisement in the Industry Support and Exhibition section of the Final Program Guide (if applicable)
- Support will be acknowledged in the industry support and exhibition section of the program, on the event website and with signage during the event

Registrations:
- 8 (eight) full conference registrations
Parallel Satellite Symposium

- Opportunity to organize an Official Satellite Symposium in a Parallel Hall, up to 60 minutes (Program subject to the approval of the Conference Scientific Committee)
- Includes: hall rental, standard audio/visual equipment, display table
- Permission to use the phrase: “Official Satellite Symposium of the “31st International Papillomavirus Conference”
- Symposia Program and abstracts will be included in the Industry Support and Exhibition Section of the Program (subject to receipt by publishing deadline)
- The supporting company in addition to the support fee must cover all speakers’ expenses including registration, accommodation and travel expenses. This also applies if the speakers have already been invited by the Meeting organizers

Promotion

- Internet Area - There will be an Internet Area equipped with workstations where attendees may check e-mails. Your company’s logo will be prominently displayed.
  - Opportunity to display company logo on screen background
  - Opportunity to place your own carpet for branding
  - Support will be acknowledged in the Industry Support and Exhibition section of the Program, on the event website and with signage during the event following all compliance regulations

Exhibition Space

- 18m² Exhibition space (additional space can be purchased at a reduced cost of $450 +VAT per square meter)

Advertisement

- Inclusion of Company’s symposium invitation in the participants’ bags (insert to be provided by company)
- Full Page Color Symposium Advertisement in the Industry Support and Exhibition section of the Final Program Guide (if applicable)
- Support will be acknowledged in the industry support and exhibition section of the program, on the event website and with signage during the event

Registrations:

- 6 (six) full conference registrations
BRONZE SUPPORTER PACKAGE

Parallel Satellite Symposium
- Opportunity to organize an Official Satellite Symposium in a Parallel Hall, up to 60 minutes (Program subject to the approval of the Conference Scientific Committee)
- Includes: hall rental, standard audio/visual equipment, display table
- Permission to use the phrase: “Official Satellite Symposium of the 31th International Papillomavirus Conference”
- Symposia Program and abstracts will be included in the Industry Support and Exhibition Section of the Program (subject to receipt by publishing deadline)
- The supporting company in addition to the support fee must cover all speakers’ expenses including registration, accommodation and travel expenses. This also applies if the speakers have already been invited by the Meeting organizers

Exhibition Space
- 18m² Exhibition space (additional space can be purchased at a reduced cost of $475 +VAT per square meter)

Advertisement
- Inclusion of Company’s symposium invitation in the participants’ bags (insert to be provided by company)
- Full Page Color Symposium Advertisement in the Industry Support and Exhibition section of the program (if applicable)
- Support will be acknowledged in the industry support and exhibition section of the program, on the event website and with signage during the event

Registrations:
- 4 (four) full conference registrations

For the above satellite symposium packages, the following apply:
- Satellite Symposia are offered to industry as non-CME commercial/promotional sessions and are allocated on a “first-come, first-served” basis
- Supporting companies are free to choose topics, invite speakers, and control content. However, topic and program are subject to approval by the scientific committee
- In case where the scientific committee does not approve the Satellite Symposia program, each party will be entitled to cancel the Satellite Symposium booking without paying any penalty for the cancellation or for any damages caused by the cancellation to the other party. Accordingly upon such cancellation, neither of the parties will have any claims, demands or suits towards the other
- The company, in addition to the support fee, must cover all speaker expenses, including registration fees, accommodation and travel expenses. This also applies in the case where the speakers have already been invited by the meeting organizers
- Satellite Symposia will be indicated in the program as: Industry Supported Session (not included in the main meeting CME/CPD credit offering)
- Symposia Program and abstracts will be included in the Industry Support and Exhibition Section of the Program (subject to receipt by publishing deadline)
CONTRIBUTOR PACKAGE

Educational Grant in Support of an Existing Session

An existing scientific session accepted or invited by the Scientific Committee and supported by a grant from the industry.

All educational grants are managed in compliance with relevant accreditation and industry compliance criteria. In order to ensure independence of all CME accredited elements, companies providing grants may not influence the topic, speaker selection, or any other aspect of the content or presentation.

- 36m² Exhibition space (additional space can be purchased at a reduced cost of $475 +VAT per square meter)

EDUCATIONAL SUPPORT OPPORTUNITIES

Medical education plays an important role in the quality of healthcare delivered across the globe. By providing an educational grant in support of the educational opportunities below, you are making a vital contribution to these efforts.

All educational grants are managed in compliance with relevant accreditation and industry compliance criteria. In order to ensure independence of all CME accredited elements, companies providing grants may not influence the topic, speaker selection, or any other aspect of the content or presentation. No promotional, commercial, or advertising materials may be included in the following opportunities. All support will be disclosed to participants.

EDUCATIONAL GRANTS

Educational grants supporting individual sessions are appreciated and important to the success of the meeting.

- All support will be recognized in the Industry Support and Exhibition section of the program guide, on the meeting website, and with signage during the meeting
PROMOTIONAL SUPPORT OPPORTUNITIES

BRANDED WATER STATIONS & Provided in Kind

Water Stations will be scattered all around the venue (in compliance with CME accreditation criteria, branded water stations will not be placed in the educational meeting rooms).

- Companies will be given the opportunity to brand the stations
- Support will be acknowledged in the Industry Support and Exhibition section of the program, on the event website, and with signage during the event

EXECUTIVE LOUNGE

Facilities will be available at the venue for speakers and members of the organizing committee. Hospitality provided will be in compliance with all relevant industry codes.

- Company’s logo on signage at the entrance to the executive lounge
- Opportunity to provide company’s mouse pad at each workstation
- Opportunity to display company logo on screensavers
- Support will be acknowledged in the Industry Support and Exhibition section of the program, on the event website, and with signage during the event

LAPTOP LOUNGE PACKAGE & WI-FI DELEGATE ACCESS CARD

There will be a laptop lounge where attendees may check e-mails using their own laptops. Wi-Fi cards will be distributed to all participants from Supporter’s booth.

- Opportunity to design your own laptop lounge
- Opportunity to place your own carpet
- Opportunity to place signage in the lounge area
- Company’s advertisement on the Wi-Fi Access Card
- Opportunity to provide additional branded items in the laptop area, such as memory stick, mouse, etc
- Support will be acknowledged in the Industry Support and Exhibition section of the program, on the event website, and with signage during the event

Laptop Lounge - Illustration only
WELCOME RECEPTION / NETWORKING EVENT (Sole Supporter)

Supporter will have the opportunity to promote itself through a networking reception on the first evening to which all registered attendees are invited. Hospitality and any activities provided will be in compliance with all relevant industry codes.

- Supporter’s logo on sign at the entrance to the Welcome Reception
- Opportunity to provide items bearing company logo for use at the event
- Support will be acknowledged in the Industry Support and Exhibition section of the program, on the event website, and with signage during the event

COFFEE BREAK Per break

Coffee will be served during breaks in the exhibition area. Hospitality provided will be in compliance with all relevant industry codes.

- Opportunity to have a one day display of company’s logo at the catering point located within the exhibit area
- Opportunity to provide items bearing company logo for use during the supported break
- Support will be acknowledged in the Industry Support and Exhibition section of the program, on the event website, and with signage during the event

PROMOTIONAL MATERIAL (Bookmark, Brochure, Flyers, etc.)

Inclusion of promotional material, such as leaflets and brochures, in the participants’ Conference bags. Material should be provided by Supporter and approved by the Secretariat.

*The distribution arrangement will be advised.

- Support will be acknowledged in the Industry Support and Exhibition section of the program, on the event website, and with signage during the event

HOSPITALITY SUITES / MEETING ROOMS

Price upon request

An opportunity to hire a room at the venue that will be used as a Hospitality Suite. The supporting company will be able to host and entertain its guests throughout the event. Companies will have the option to order catering at an additional cost. Hospitality provided will be in compliance with all relevant industry codes.

- Opportunity to brand the hospitality suite
- Acknowledgment on directional signage outside suite
- Support will be acknowledged in the Industry Support and Exhibition section of the program, on the event website, and with signage during the event
WEBCASTS OF KEY EDUCATIONAL SESSIONS
Price upon request

Attending all conference, sessions, is impossible for the busy medical professional. Therefore there is a growing need to share knowledge and learning opportunities beyond the dates of the actual event. High quality webcasting helps meet this substantial educational need. Conference webcasts are available 24/7, anytime, anywhere.

► Support will be recognized on the webcast library/listing page with “Supported by...” and a company logo only with a hyperlink to your website
► Support will be acknowledged in the Industry Support and Exhibition section of the program, on the event website, and with signage during the event

ADVERTISING OPPORTUNITIES
Advertisements are available in the following Meeting publications:

PROGRAM BOOK
The Program will be distributed in the Conference bags to all participants. Advertisements can be purchased for inside page.

► Support will be acknowledged in the Industry Support and Exhibition section of the program, on the event website, and with signage during the event

<table>
<thead>
<tr>
<th>Program Book</th>
<th>Inside Back / Front Page</th>
<th>Inside Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Book</td>
<td>Applicable only for supporters catalogue</td>
<td></td>
</tr>
</tbody>
</table>

INSERT AND DISPLAY MATERIALS
Please note that all materials entering the venue incur a handling charge. This includes materials for inserts and display.
In order to receive a price quote for handling and to assure arrival of your materials, please be sure to complete the “Pre-Advise” form included in the shipping instructions when you receive either the Exhibition or Symposia Technical Manuals.

SPECIAL REQUESTS
In addition, we are willing to tailor a package to suit your objectives. Feel free to contact Klinta Stala (kstala@kenes.com) to discuss your needs.

ACKNOWLEDGMENTS
Please note that all Supporters and Exhibitors will be acknowledged in the Program, on the Supporters’ Acknowledgment Board at the Conference and on the Conference website. Forward your company logo (in eps 300dpi format) HPV2017@kenes.com
EXHIBITION

The commercial/technical Exhibition will be held in the Cape Town International Convention Centre for HPV 2017. The floor plan has been designed to maximize Exhibitors’ exposure to the delegates.

SPACE ONLY RENTAL (Minimum of 12 sqm)

Price for Space only rental is per square meter. This includes:
- Exhibitors’ badges
- 100 word company/product profile
- Cleaning of public areas and gangways

SHELL SCHEME RENTAL

Price for Shell Scheme rental is per square meter. This includes:
- Exhibitors’ badges
- White Shell Scheme Frame
- Exhibitor’s name of Flag Sign
- 100 word company/product profile
- Basic electricity connection and lighting
- Cleaning of public areas and gangways

ADDITIONAL BENEFITS:

When you exhibit, your company will receive the following additional benefits:
- Listing as an Exhibitor on the Website prior to the Meeting, with link to the Company website
- Listing and profile in the On-Site Program/Exhibitor Guide
- Logo on Meeting Website
- Company name on Exhibition signage during Meeting

Current VAT in Cape Town, South Africa is 14% and is subject to change.

Note: Space only/Shell scheme rental does not include any furniture, electrical usage or stand cleaning. All these services and others will be available to order in the Exhibitors’ Technical Manual.
ALLOCATION OF EXHIBITION SPACE

Space Allocation will be made on a “first come, first served” basis. A completed Exhibition Booking Form and Contract should be faxed / emailed to ensure reservation of a desired location. Upon receipt of the Exhibition Booking Form and Contract, space will be confirmed and an invoice will be mailed. Please note that three alternative choices should be clearly indicated on the application form. Space allocations will be made in the order in which application forms with payment are received.

EXHIBITOR REGISTRATION

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Two exhibitor badges will be given for the first 9 sqm booked and one additional for each 9 sqm after. Any additional exhibitors will be charged an exhibitor registration fee of $200 (+VAT). Companies can purchase a maximum number of exhibitor registrations, as follows:

- Booths of up to 60 sqm – 15 exhibitor registrations
- Booths larger than 60 sqm – 25 exhibitor registrations

Exhibitor registrations allow access to the exhibition area only and shall be used by company staff only. An exhibitor registration form will be included in the Exhibitor’s Manual.

EXHIBITORS’ TECHNICAL MANUAL

An Exhibitors’ Technical Manual outlining all technical aspects of exhibiting will be circulated 3 months prior to the Congress and will include:

- Technical details about the Venue
- Final exhibition details and information
- Contractor details
- Services available to exhibitors and order forms

SITE INSPECTION

Exhibitors and Sponsors are free to visit the Congress venue at their convenience. Please contact the venue directly to make the necessary arrangements. Contact information can be found in the “General Information” Section.

DISPLAY MATERIALS

- All materials entering the venue incur a handling charge. This includes materials for displays.
- To receive a price quote for handling and to ensure arrival of your materials, please complete the “Pre-Advise” form included in the shipping instructions when you receive either the Exhibition or Symposia Technical Manuals.

EXHIBITOR PROFILE

Upon receipt of the booking form, you will be asked to upload a 100-word Exhibitor Company/Product profile. This will be published in the list of exhibitors in the Final Program.

EXHIBITION TERMS & CONDITIONS

The Terms and Conditions of exhibiting are included in this Prospectus. Please note that signing of the EXHIBITION BOOKING FORM AND CONTRACT indicates acceptance of these Terms and Conditions. The Exhibition Booking Form will be held as a valid liable contract, by which both parties will be bound.

Hermes-Merkur has been elected as the exclusive handler for all Kenes congresses in 2015. The exclusivity of Hermes-Merkur for handling, refers specifically to work inside the venue. Exhibitors may use their own couriers up to the venue door and from outside of the venue door at the end of the Congress. This organizational decision has been made for the safety and efficiency benefits of our exhibitors and for the successful flow of the Congress. Details will be included in the Exhibition Technical Manual.
ADDITIONAL INFORMATION FOR SUPPORTERS & EXHIBITORS

Applications for Support and/or Exhibition must be made in writing with the enclosed booking enquiry form.

SUPPORTERS

Once a Booking Form is received an official confirmation of this reservation will be sent to you with an accompanying invoice. Upon receipt of this Booking Form and Contract, the organizer will reserve the items listed. Completion of this form by the Supporter shall be considered as a commitment to purchase the items.

Please note that signing on this form indicates acceptance of the below Terms and Conditions. This Booking Form will be held as a valid liable contract, by which both parties will be bound.

EXHIBITORS

Once an Exhibition Booking Form is received, a confirmation of exhibition will be mailed to you with an accompanying invoice.

SUPPORT TERMS & CONDITIONS

Terms and Conditions of Supporter are included in this Prospectus and will be included in the Supporter agreement.
BOOKING PROCEDURES & PAYMENT INFORMATION

TERMS OF PAYMENT
60% upon receipt of first invoice
40% by August 28, 2016

All payments must be received before the start date of the HPV 2017. Should the Supporter fail to complete payments prior to the commencement of the HPV 2017, the Organizer will be entitled to cancel the reservation while cancellation will be subject to cancellation fees as determined below.

Reservations made less than 6 months before the Conference will be subject to 100% payment upon reservations.

Please ensure that your VAT number appear on the booking form, in order to allow VAT reclaim.

PAYMENT METHODS

Option 1: Payment by check. Please make checks payable to: HPV 2017 Conference, Cape Town

Option 2: Payment by Bank Transfer. Please make drafts payable to:

Kenes International Organizers of Conferences Ltd
HPV 2017 Conference
Bank Account: 693980-52-784
Swift: CRESCHZZ12A
Clearing: 4835
IBAN: CH50 0483 5069 3980 5278 4
Bank charges are the responsibility of the payer

CANCELLATION / MODIFICATION POLICY

Cancellation / modification of items must be made in writing to the Industry and Liaison Sales Associate, Klinta Stala: kstala@kenes.com

The organizers shall retain:

► 10% of the agreed package amount if the cancellation/ modification is made before June 28, 2016, inclusive
► 50% of the agreed package amount if the cancellation/ modification is made between June 28, 2016 and October 28, 2016, inclusive
► 100% of the agreed package amount if the cancellation/ modification is made after October 28, 2016

Note: It is the Exhibitor’s / Supporter’s responsibility to comply with the local authority’s regulations, EFPIA (European Federation of Pharmaceuticals Industries & Associations) www.efpia.eu and IFMPA (International Federation of Pharmaceutical Manufacturers & Associations) www.ifprna.org Code of Practice on the Promotion of Medicines.
SUPPORT BOOKING FORM

Please complete all details and send to:

HPV 2017
Klinta Stala
Kenes International, Rue François-Versonnex 7, CH 1207 Geneva, Switzerland
Tel: +31 02 763 0108
E-mail: kstala@kenes.com

CONTACT NAME: ____________________________________________________________
COMPANY NAME (as to appear in all Conference publications): __________________________
ADDRESS: __________________________ CITY: __________________________
POST / ZIP CODE: __________________________ COUNTRY: __________________________
TELEPHONE: __________________________ FAX: __________________________
EMAIL: __________________________ WEBSITE: __________________________

I would like to book the following support Items:

<table>
<thead>
<tr>
<th>SUPPORTER PACKAGES &amp; SYMPOSIA</th>
<th>Item</th>
<th>Price (+VAT)</th>
<th>Please tick below ✓</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLATINUM Supporter Package</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DIAMOND Supporter Package</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GOLD Supporter Package</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SILVER Supporter Package</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BRONZE Supporter Package</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONTRIBUTOR Package</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Amount (please complete)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EDUCATIONAL SUPPORT OPPORTUNITIES</th>
<th>Item</th>
<th>Price (+VAT)</th>
<th>Please tick below ✓</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Grant</td>
<td>$</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROMOTIONAL SUPPORT OPPORTUNITIES</th>
<th>Item</th>
<th>Price (+VAT)</th>
<th>Please tick below ✓</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branded Water Stations</td>
<td>$ + Provided in kind</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Lounge</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laptop Lounge Package &amp; WI-Fi</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Welcome Reception / Networking Event</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coffee Break</td>
<td>$ Per break</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### PROMOTIONAL SUPPORT OPPORTUNITIES (Cont.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Price (+VAT)</th>
<th>Please tick below ✔</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotional Material</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Hospitality Suites / Meeting Rooms</td>
<td>Price upon request</td>
<td></td>
</tr>
<tr>
<td>Webcasts of Key Educational Sessions</td>
<td>Price upon request</td>
<td></td>
</tr>
<tr>
<td>Total Amount (please complete)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ADVERTISING SUPPORT OPPORTUNITIES

<table>
<thead>
<tr>
<th>Item</th>
<th>Price (+VAT)</th>
<th>Please tick below ✔</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Book - Inside Back / Front page</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Program Book - Inside Page</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Total Amount (please complete)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

We hereby apply to book exhibition space / shell scheme space:

<table>
<thead>
<tr>
<th>Choise</th>
<th>Stand No.</th>
<th>Space only / Shell Scheme</th>
<th>No. of sqm</th>
<th>Total price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Special notes:** Indicate if your stand must be located adjacent to or opposite the following companies, or if special configuration is needed:

Status will be allocated according to the total amount of your support, as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Minimum contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLATINUM Supporter</td>
<td></td>
</tr>
<tr>
<td>GOLD Supporter</td>
<td></td>
</tr>
<tr>
<td>SILVER Supporter</td>
<td></td>
</tr>
<tr>
<td>BRONZE Supporter</td>
<td></td>
</tr>
<tr>
<td>GENERAL Supporter</td>
<td></td>
</tr>
</tbody>
</table>
Company contact for Group Registration:
E-mail: __________________________
Telephone number: (_____ ) __________ Mobile number: (_____ ) ________________

Company contact for Accommodation:
E-mail: __________________________
Telephone number: (_____ ) __________ Mobile number: (_____ ) ________________

Company contact for FINANCE (Invoicing):
E-mail: __________________________
Telephone number: (_____ ) __________ Mobile number: (_____ ) ________________

☐ Provisional Booking - The item will be released if not confirmed within 14 days
☐ Please send me a contract and first deposit invoice

We accept the contract terms and conditions (listed in this Supporter and Exhibition Prospectus) and agree to abide by the Guidelines for Industry Participation for the Congress and the cancellation policy. I am authorized to sign this form on behalf of the applicant/Company.

Signature: _________________________ Date: _______________________

VAT INFORMATION

Current VAT in South Africa is 14% and is subject to change

All Supporter prices are exclusive of VAT, and are subject to VAT at the local rate which will be added to the invoice.
Where applicable, VAT fees can be claimed through:

Mr. Richard Asquith
TH/IF VAT Services Managing Director
Dolphin House, 2-5 Manchester Street
Brighton BN2 1TF, United Kingdom
Work: +44 (0) 870 067 8881
Mobile: +44 (0) 79 777 23645
Email: richard.asquith@tmf-group.com

Please ensure that your VAT number appear on the booking form, in order to allow VAT reclaim.
These terms are the contractual agreement between the Organizer and the (Exhibitor/s/Supporter/s).

Application to Participate
Application to participate will be considered only if submitted on the appropriate forms, duly completed. Registration will be confirmed so far as space is available. Applicants will be informed in writing of the acceptance or refusal of their application. In case of refusal, all payments shall be fully refunded. In case of acceptance Supporters/Exhibitor will be bound by the Terms and Conditions listed in the prospectus and/or contractual agreement.

Obligations and Rights of the Exhibitor/Supporter
Registration implies full acceptance by the Exhibitors/Supporters of the exhibition/supporter regulations. Any infringement of these regulations may lead to immediate withdrawal of the right to participate in the Congress without compensation or refund of sums already paid, and without prejudice to the Exhibitor/Supporter.

By submitting an application to participate, the Exhibitor/Supporter make a final and irrevocable commitment to occupy the space/items allocated and to maintain his/her installation until the date and time fixed for closure of the event. The Exhibitor/Supporter may only present on his/her stand or space the materials, products or services described in the application to participate.

No advertising on behalf of firms not exhibiting is permitted in any form whatsoever. Transfer or sub-letting of all or part of the allocated spaces is prohibited.

Obligation and Rights of Organizer
The Organizer undertakes to allocate exhibition space/supporter items space as far as possible on the basis of the preference expressed by applicants. Application will be considered in order of receipt of application forms accompanied by payment.

The Organizer reserves the right, in case of absolute necessity, to modify the positioning of stands, with no obligation to provide compensation to Exhibitors/Supporters. The Organizer reserves the right to offer to a different firm any stand, space or supporter item that has not been occupied by the event opening of the Congress, with no obligation to provide compensation to the defaulting Exhibitor/Supporter.

Liability Insurance
Equipment and all related display materials installed by Exhibitors/Supporters are not insured by the Organizer, and the Organizer under no circumstances will be liable for any loss, damage or destruction caused to equipment, goods or property belonging to Exhibitors/Supporters. The Exhibitor/Supporter agrees to be responsible for his property and person and for the property and persons of his employees and agents and for any third party who may visit his space. The Exhibitor/Supporter shall hold harmless the Organizer from any and all damages/claims including those usually covered by a fire and extended liability insurance. The Organizer will not approve stands, which do not comply with the building regulations of the exhibition areas allotted to Exhibitors.

Advertising panels and display are not permitted outside the exhibition areas allotted to Exhibitors. Advertising panels and display are not permitted outside the exhibition areas allotted to Exhibitors. Equipment displayed or loss of equipment provided, or damage to areas occupied, or loss of equipment provided, or damage to areas occupied, repair and replacement will be charged to the Exhibitor.

The Organizer ensures daily cleaning of the aisles. Exhibitors undertake to observe the timetable designated for completion of their display before the exhibition opening and for dismantling at the close of the exhibition. No dismantling or packing of the display before the designated hour is only permitted if the catering regulations of the exhibition have been made.

The Organizer undertakes to observe the timetable designated for completion of their display before the exhibition opening and for dismantling at the close of the exhibition. No dismantling or packing of the display before the designated hour is only permitted if the catering regulations of the exhibition have been made.

Exhibition Regulator
The Exhibition Manager, acting under direction of the Organising Committee, has the final decision as to the acceptability of displays. Exhibitors are not to share with others any space allotted to them without prior written consent by the Exhibition Manager.

The Organizer reserves the right to alter the general layout or limit the space allotted to each Exhibitor/Supporter, postpone the exhibition or transfer it to another site if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the exhibition, the Organizer will not be held liable for expenses incurred other than the cost of exhibit space rental fees.

All exhibitors are to be displayed so as to avoid blocking aisles, obstructing adjoining booths, damaging the premises or the leased equipment. Exhibitors are kindly requested to allow sufficient see-through areas, which ensure clear views of surrounding exhibits. In standard booths, height is restricted to 246cm. Exhibitors are responsible for the cost and execution of the design, installation and delivery of their display to (and its removal from) the exhibition site.

Flammable materials are not to be used. Equipment displayed must be installed with strict adherence to safety measures.

Exhibitors undertake to observe the timetable designated for completion of their display before the exhibition opening and its dismantling at the close of the exhibition. No dismantling or packing of the display before the designated hour. Payment is to be made in accordance with the conditions of payment listed in the prospectus.

Should the Exhibitor/Supporter fail to make a payment on time, the Organizer is entitled to terminate the contract, withdraw confirmation of acceptance, make other arrangements for the stand/supporter items or seek compensation for non-fulfilment of contract.

Participation by Exhibitors/Supporters is dependent upon compliance with all rules, regulations and conditions stated herein.

Access to the exhibition is authorized on presentation of a badge issued by the Organizer. Exhibitors’ badges will not be mailed in advance and may be collected from the Exhibition Manager’s desk.

The Organizer ensures daily cleaning of the aisles. Exhibitors/Supporters are responsible for the cleaning of their stands. The provision of refreshments for the participants by Exhibitors is only permitted if the catering regulations of the exhibition building concerned are observed.

Exhibition areas and fittings made available to Exhibitors must be handed back in their original condition. In case of damage or loss of equipment provided, or damage to areas occupied, repair and replacement will be charged to the Exhibitor.

Any special decoration or fittings must be submitted to the Organizer for prior authorisation. Advertising panels and display are not permitted outside the exhibition areas allotted to Exhibitors.

The Organizer will not approve stands, which do not comply with the accepted standards, until the necessary changes have been made.

Code of Practice
It is the Exhibitor’s/Supporter’s responsibility to comply with the local authority’s regulations, EFPIA (European Federation of Pharmaceuticals Industries & Associations) www.efpia.eu and IFMPA (International Federation of Pharmaceutical Manufacturers & Associations) www.ifmpa.org Code of Practice on the Promotion of Medicines. Failure to comply with these 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 Organizer to any suits, demands by the Supporters/Exhibitor/any third party.