

Terms and Conditions for Congress Sponsors EHEDG World Congress 2024

Definitions and Parties

Congress Organiser
(Organiser)

EHEDG Stichting
Karspeldreef 8, 1101 CJ Amsterdam,
The Netherlands

Contact details: EHEDG Head Office

Telephone	+31 (6) 10 21 69 58
E-mail	office@ehedg.org
E-mail	events@ehedg.org

Congress Centre

Cité des congrès de Nantes,
Rue de Valmy 5, 44000
Nantes, France

Registration

Completing and submitting a sponsorship application form on the
[Congress website](#).

Event Manager

Congress Centre representative, responsible for the project at the venue.

Sponsor

A company or institute, that is a current member of EHEDG and who submits a sponsor registration form and pays the sponsorship fee in full.

Participant

Individual or company/institute representative who is registered to participate in the Congress and pays the Participant fee in full.

Sponsorship Timeline

August 2023

Registration

Invoicing Sponsorship Fee

Upon 14 days of receipt of the invoice

Payment Sponsorship Fee

December 2023

Until 31 December 2023	Administrative Fees for Cancellations	0%*
Until 31 May 2024	Administrative Fees for Cancellations	50%*
After 31 May 2024	Administrative Fees for Cancellations	100%*

January 2024

As of 01 January 2024	Preparation of the detailed hall plan
As of 31 May 2024	Hall plan will be accessible

July 2024

Until 31 July 2024	The layout of the graphic walls and company logos provided Company Information – latest appointment to submit the material Booking of additional features and special requests
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September 2024

Until 15 September 2024	All booth Sponsor Participants registered
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October 2024

01 October 2024	Booth assembly: 2:00 pm – 6:00 pm
03 October 2024	Booth dismantling: 5:00 pm – 6:00 pm

*Percentage of sponsorship fees.



General Requirements

Registration as a Sponsor:

Participation in the Congress is subject to registration on our website. The Sponsor's application is a contractual offer to the Organiser. Upon registration, the Sponsor accepts the General Terms & Conditions as well as all conditions of participation detailed below. They are also liable for their staff's adherence to these Terms & Conditions while working on their behalf at the Congress.

The decision to accept a Sponsor's application is taken by the Organiser by sending out written confirmation by email in the form of an invoice for the payment amount. If confirmation is sent out, a contract is established between the Sponsor and the Organiser.

The Organiser will be allowed to turn down Sponsors for justifiable reasons, especially if the floor space is fully booked.

The Organiser is allowed to focus on specific target groups of Sponsor segments. The Organiser is entitled to limit the trade fair exhibits and to change the registered booth spaces. The products and services offered by the Sponsor must be classifiable under one of the bookable areas or topics of the Congress listed on our website. The details are described in the applicable website sections.

Upon registration, a Sponsor will be automatically added to the EHEDG database, resulting in the creation of a company profile that will be displayed as a company account. By registering, the Sponsor grants the Organiser the right to publicly use any company licenses and brands within the company profiles. It is the Sponsor's responsibility to maintain their profile and associated communication in a manner that complies with legal requirements, demonstrates common decency, and does not infringe upon the rights of third-party users. In the Congress of any knowledge or evidence of legal violations on the part of the Sponsor, the Organiser reserves the right to block and/or delete the Sponsor's account.

Payment and Cancellation Terms

2.1 The Sponsor fee must be paid in full within 14 days of receipt of the invoice. Sponsorship status will only become effective once full payment has been received. Please note that confirmation of receipt of payment will not be provided.

2.2 Cancellations must be communicated in writing to events@ehedg.org. In the event of a cancellation, the following administration fees will be charged:

Until 31 December 2023	Administrative Fees for Cancellations	0%*
Until 31 May 2024	Administrative Fees for Cancellations	50%*
After 31 May 2024	Administrative Fees for Cancellations	100%*

*Percentage of sponsorship fees.

2.3 The Congress Organiser reserves the right to cancel the Congress should there be an insufficient number of bookings. If the Event Organiser cancels the Congress, any Sponsor fees that have already been paid will be fully refunded. No further claims can be made against the Congress Organiser. Please note that if the Congress has to be terminated prematurely or cancelled due to force majeure, the Sponsor is not eligible for a refund or reduction of the booth rental fee.



Booth Assignment / Booth Location

Booth assignments will be made by the Congress Organiser starting from January 1, 2024. The Organiser will take into consideration any special requests provided by the Sponsor to the best of their ability. However, booth assignments are only confirmed upon receipt of payment. The Congress Organiser reserves the right to make changes to the booth, including location, type, dimensions, and size, if necessary for safety reasons or to comply with public order regulations. The Sponsor acknowledges that such changes may occur and agrees not to claim any compensation as a result. It is possible that the location of other booth spaces may have changed since they were initially approved by the Sponsor.

Co-Sponsors / Partner Companies

Co-Sponsorship is not permitted.

Set-up and Dismantle Times

During the designated general set-up and dismantling hours, Sponsors are allowed to work in the halls unless otherwise announced by security. Outside of these hours, access to the exhibition grounds will be restricted for general safety reasons. After the official end of the installation period, only finishing work within the Sponsor's own exhibition space is permitted. It is important to clear the visitor aisles by this time to ensure a smooth flow for attendees.

Set-up hours: October 01, 2024, from 2:00 p.m. to 6:00 p.m.

Dismantling hours: October 03, 2024, from 5:00 p.m. to 6:00 p.m.

Please note that set-up and dismantling times may be subject to change. Any additional costs incurred due to extended time requirements will be charged to the Sponsor.

Set-up and Design of the Booths

The set-up and design of the booths will be carried out by the Congress Center or its partners. Detailed information regarding the booths and equipment provided can be found in a separate section.

All Sponsors are responsible for ensuring that their advertising spaces do not encroach upon neighbouring booths in any way.

The reverse sides of booth walls facing neighbouring booths must be neutral and covered in white. Ideally, any additional rentable space can be utilized to present exhibits. Advertising materials, such as lettering on exhibits, are not permitted above the booth height.

The use of additional booth constructions is strictly prohibited. Please make use of the monitors provided (if included in your selected Sponsorship package) and the designated area on the walls for your advertising.

Please note that affixing posters, advertisements, or additional advertising lettering on the booth walls is not allowed. It is important to adhere to fire safety regulations for all materials used. The Organiser reserves the right to request the removal of items that violate general and technical specifications, pose a nuisance, hazard, or are unsuitable, or evidently infringe upon industrial property rights. Failure to comply with the Organiser's instructions may result in the removal of exhibits at the Sponsor's expense.

In the event of any violation, the Organiser is entitled to shut down and/or remove the booth if necessary. In such cases, the Sponsor is liable for the full exhibiting fee and any subsequent costs incurred.



Terms of Use

- a. The Sponsor must strictly adhere to the terms of use on the exhibition grounds. It is prohibited to stay overnight in the halls and open grounds. The Sponsor is expected to show consideration towards other participants of the Congress, maintain common decency, and refrain from misusing their participation in the Congress for ideological, political, or unrelated purposes.
- b. Any disruptions to the Congress, such as displaying outside of the designated exhibition zone, excessive audio that extends beyond the booth boundaries, offensive visual presentations, or similar disruptive behaviours, may result in intervention by the Congress Organiser. In extreme cases, the Organiser reserves the right to ban violators from the Congress.
- c. In the following cases, the Sponsor must contact SACEM (Société des Auteurs, Compositeurs et Éditeurs de Musique): when including live music, recorded music, vinyl records, cassettes, CDs, or DVDs; when playing films with soundtracks or videos with music; or when requiring an AV or TV medium.

Booth Maintenance

The Sponsor is responsible for maintaining their booth and ensuring it is properly equipped and staffed by competent personnel throughout the entire duration of the congress and the designated opening hours. It is essential to have the booth fully staffed by the time the Congress opens.

Removing trade fair goods from the premises or dismantling booths before the end of the congress is strictly prohibited. In the event of a violation of this provision, the Congress Organiser retains the right to impose a contractual penalty of €2,000 from the Sponsor.

Advertising and the Press

Advertising of any kind within the rented booth area is only permitted for the Sponsor's own company and its products or services. Visual or acoustic advertising equipment must receive written approval from the Congress Organiser. Promotional activities outside the booth require the Congress Organiser's approval.

The Congress Organiser has the right to create and publish PR materials regarding the Congress and trade fair activities. This right applies to all media channels, including print, online, radio, and television.

Photography and other Video Recordings

All types of visual recordings, especially photography and film/video recordings, are prohibited throughout the entire venue, unless expressly approved in writing by the Organiser.

a. Exceptions for Photography

The Sponsor is allowed to take photographs or make drawings of their own booth or products exhibited during the Congress's opening hours. However, photographing other Sponsors' booths is prohibited.

b. Exceptions for Other Visual Recordings

Other visual recordings require the express written approval of the Organiser. The initial approval granted by the Organiser is preliminary and subject to further review and approval of the recordings made.



c. Utilisation by the Organiser

The Organiser has the right to produce or commission video or audio recordings, as well as drawings of exhibits or individual exhibits, for documentation purposes or for their own publications. This provision also applies to recordings of individuals.

d. Press and Media

Activities of the media, including radio, television, film, daily, and trade press, for the purpose of press coverage, are not affected by this provision.

Termination

The Congress Organiser reserves the right to terminate the contract if the Sponsor sublets or transfers their exhibition space to a third party without obtaining permission. In such cases, the Sponsor is still obligated to pay the full Sponsorship fee.

Liability

The Congress Organiser is liable for any personal or property damage only if they act with gross negligence or intent. Liability on the part of the Congress Organiser for damages to trade and exhibition goods, as well as booth furnishings, is excluded to the extent permitted by law.

It is the duty of the Sponsor to ensure that they have adequate insurance coverage. The Organiser recommends obtaining Sponsor insurance to cover transport and exhibition risks, particularly if such coverage is not included in the Sponsor's standard company insurance policy.

Verbal Agreement

All verbal agreements, individual consent, and special rulings are only valid upon written confirmation from the Congress Organiser.

Sponsor's Claims, Written Form, Place of Fulfilment, Place of Jurisdiction

All claims against the Organiser must be submitted in writing. The statute of limitations begins on the last day of the event. Any agreements that deviate from these Terms & Conditions must be made in writing. The English version of these Terms & Conditions is binding, and Dutch law shall exclusively govern the meaning and interpretation of the terms used herein.

The place of fulfilment is Nantes (France), and the place of jurisdiction is The Hague, Netherlands.

The Event Organiser reserves the right to assert its claims in the district court where the Sponsor's registered office is located.

Event Manager

The event manager has the authority to exercise their domiciliary right on the trade fair premises. He is responsible for ensuring compliance with public safety regulations. The event manager is also empowered to suspend or terminate the Congress if necessary. All instructions provided by the event manager must be promptly followed. In the event of any exceptional incidents that may impact the safety of the Congress, immediate notification should be given to the event manager.



II. Detailed requirements / information

Congress location

The Congress will take place at:
Cité des congrès de Nantes,
Rue de Valmy 5, 44000
Nantes, France

Business Hours

1st day: 02 October 2024 8:00 a.m. – 5:00 p.m.

2nd day: 03 October 2024 8:30 a.m. – 5:00 p.m.

Booth personnel entry time: 7:45 am

Themes / Topics

For further information on the theme and topics, please visit the Congress website.

Exhibition Booth

An exhibition booth may be booked on the website of the Congress under 'Sponsorship'.

4.1 Sponsorship packages and pricing information

We offer a selection of Sponsorship packages, each of which includes the necessary booth equipment and also various advertisement and visibility opportunities as described below.

Please note that the number of available booths in each category is fixed. Allocation of exhibition booths will be done strictly upon receipt of a completed registration form. Sponsors do not have an automatic entitlement to a specific booth model.

Booth reservations can only be made under exceptional circumstances, for a maximum period of 2 weeks. After this period, the booth will automatically become available for booking by other Sponsors. It is important to understand that making a reservation does not guarantee the claim to the reserved booth. No booth reservations will be accepted after 31 December, 2023.

To secure an exhibition booth, please visit the Congress website and navigate to the 'Sponsorship' section. Please be aware that Sponsorship opportunities are exclusively available to EHEDG Member Companies.

The deadline for Sponsor registration is 31 July, 2024, subject to availability.



Sponsorship Packages

Sponsorship packages fees:

During the EHEDG World Congress 2024		Platinum	Gold	Silver
		€12,995	€10,495	€8,995
Booth		8 m2	6 m2	4 m2
	Tv monitor at the booth	●		
Complementary registrations	Staff members	2	2	1
	Early bird ticket pricing for additional Congress registration(s)	●	●	●
EHEDG website promotion	Logo listed in the Congress area of the EHEDG website, leading to a dedicated landing page with sales material	●	●	
	Logo listed in the Congress area of the EHEDG website			●
	On-site interviews to be published on the EHEDG website and communication channels post-event	●		
On-site promotion	¼ page in the online Congress pocket programme book, with QR code leading to your website	●	●	
	Logo listed in the online and printed Congress pocket programme book	●	●	●
	60" clip (provided by the sponsor), played during the Congress	●		
	Logo displayed on signage at the Congress venue	●	●	●
	Logo displayed on projection screen on the main stage during the breaks	●	●	●
	Your giveaway for the delegates that has to fit in an A4 bag	●	●	



Before the EHEDG World Congress 2024		Platinum	Gold	Silver
Booth	Virtual booth/room at the EHEDG Online Congress 2023 (13 & 14 September 2023) *	●	●	●
EHEDG website, social media, publication, and e-mail promotion	Inclusion in the EHEDG Online Congress 2023 related mailings, starting in Q2-2023 *	●	●	●
	Inclusion in the Q4-2023, Q1, Q2 and Q3-2024 EHEDG newsletters to 3,500+ recipients	●		
	Inclusion in the Q4-2023 and Q2-2024 EHEDG newsletters to 3,500+ recipients		●	●
	Inclusion in the EHEDG World Congress 2024 press release (pre-event and post-event)	●	●	●
	One repost on LinkedIn of your organisation's post, mentioning that you are one of our Platinum sponsors.	●		
	Periodic generic sponsors post on LinkedIn	●	●	●
	Featured video or written article interview on www.ehedg.org	●		
	Featured interview in the EHEDG e-magazine published in January 2024, or ½ advertisement in the digital EHEDG e-magazine published in January 2024	●		
	¼ page advertisement in the digital EHEDG e-magazine published in January 2024		●	

* Complimentary if you register before the 15th of August 2023

The quoted prices are shown excluding the statutory VAT.

4.2 Additional Costs

Not included in the package price:

- Set-up and dismantling by a Sponsor
- Transportation
- Assistance by staff
- Additional power connections
- Additional booth equipment

4.3 Additional Booth Equipment

Additional equipment to complete your booth fittings may be booked via events@ehedg.org until 31 July 2024 at the latest. Booth equipment that is part of a booth model package may not be changed for other equipment.

Mounting your own additional booth equipment is possible under certain circumstances. Special requests must be submitted to the exhibition Organiser by 31 July 2024 at the latest. These will be taken into consideration as far as possible.



The erection of additional advertising material is not permitted. Please use only the monitors provided (if included in your booked booth model) and the designated area on the walls for your advertising.

Please note that sticking posters, advertisements, or additional advertising lettering on the booth walls is not permitted.

In case of a violation of these rules on the part of the Sponsor, the Congress Organiser reserves the right to shut down the booth or have the additional unauthorised equipment removed. The Organiser also reserves the right to impose a contractual penalty of 1000, - Euro.

Exhibits in your Booth

Exhibits with a height of more than 2.00 m (maximum height of the booth/side walls) are only permitted after presentation of the appropriate plans and receipt of the Organiser's approval. The reverse sides of the booth walls facing the neighbouring booth must be neutral (covered in white). Ideally, the rentable additional space will be used to present such exhibits. The exhibits may feature the usual company logos or product names for the purpose of identifying the product, but not for advertising purposes. Placement of additional lettering on exhibits is not permitted if it exceeds the booth height of 2.00 m.

Design and Layout of Walls

IMPORTANT notice: please ensure that the design and layout of the exhibition booth walls conform to the specifications provided. In case you have any queries, please contact us directly in order to avoid any misunderstandings. Please note, walls which do not conform to the specifications, may not be constructed.

Detailed information on designing the walls can be requested via events@ehedg.org

The layout of the walls and your company logo must be submitted no later than 31 July 2024.

Attendees

Your attendees must be registered by 15 September 2024 at the latest on the EHEDG website.

Food and Beverages

Food and beverages may only be served in the areas designated by the organizer. Serving food or beverages in the booked exhibition booth is not permitted.

Exhibition Hall Floor Plan

The exhibition hall floor plan will be available by 31 January 2024.

Parking Permits

For parking permits see the website of Cité des congrès de Nantes (<https://lacite-nantes.com>)

Deliveries and Storage – Mail and Packages

Deliveries will be accepted from: Thursday 26 September 2024

Delivery dates and times to be respected: Monday to Friday from 8.30 am to 12.30 pm and from 2 pm to 5.30 pm, excluding public holidays

General Terms & Conditions



No deliveries will be accepted outside of the dates and times mentioned above.

Mailing Address:

Cité des congrès de Nantes,
Rue de Valmy 5, 44000 Nantes, France



Please print and stick this label on each of your packages.

ATTENTION: no packages will be accepted without this label

DO NOT COVER	
SENDER	Company: _____
	Street: _____
	Zip code / City: _____ / _____
	Country: _____
	Contact name: _____
	Cell phone: _____
ADDRESSEE	CITÉ DES CONGRÈS DE NANTES
	Name of the event
	Quai Favre - Accès livraisons
	44041 Nantes Cedex 01
	FRANCE
	Tel.: +33 2 51 88 20 00
STAND MATERIALS <input type="checkbox"/> INSERTING CASES <input type="checkbox"/>	
STAND NUMBER: _____	
PARCEL / PALLET NO. _____ OF _____ PARCELS / PALLETS _____	

For detailed information regarding Deliveries and Storage, please refer to Appendix 1: Exhibitor's Guide.

4.11 Waste disposal

The Congress Organiser will be in charge of waste disposal in the exhibition halls. Packaging material etc. may not be stored in the halls. The Sponsor is responsible for the disposal of packaging material.

Food and Beverages

Food and beverages will be provided free of charge to Sponsors and Participants.

Login Area

Following registration as a Sponsor, you will receive an opportunity to register your Participants. Participants information can also be added at the later stage.

Here, taking into account the time requirements set by the Organiser, you can make changes to your exhibition booth, register your booth staff, prepare your presentation at the booth or on the Internet and plan your contributions at the Congress.

You can also establish the latest status of Participant registrations at any time.

Privacy Statement

For details about our privacy practices, please see our [Privacy Statement](#).