



HOUSE RULES

The venue rules apply and are binding to all exhibitors. Those who do not respect the venue regulations will be excluded from the exhibition after a first warning. Copies of these regulations can be provided upon request.

Material safety and fire certificates of all stand materials must be available for controls during build-up. Representatives of the Swiss public authorities as well as the Starling Geneva venue technical staff must be allowed access to your stand(s) at all times.

During set-up and dismantling periods, it is prohibited to consume alcoholic beverages as well as to perform work under the influence of alcohol and drugs. Smoking is prohibited at all times on the premises of the venue.

WORKING SAFETY RULES

The exhibitors and all service providers are required to ensure that any person working on the conference premises during set-up, exhibition and dismantling periods is working in line with the Swiss working safety rules and regulations.

FIRE REGULATIONS

Stand materials and fittings must be non-flammable or impregnated with fire-retardant chemicals. As a general rule, easily inflammable synthetic substances, foam polyester, and non-fireproof straw and reeds are prohibited.

DAMAGES/SAFETY/INSURANCE

Exhibitors are entirely liable for damages to third party stands, properties (e.g. floors, walls and pillars), and health (be injury or death) during set-up, exhibition and dismantling periods. To this extent, EASL, its staff, and providers as well as the Starling Geneva Hotel are to be considered as third parties. Exhibitors' liabilities are extended to their personnel and/or to other people working under their responsibility. While every reasonable precaution will be taken to protect the exhibitors' property while on display at the exhibition, it must be clearly understood that the organisers, the conference venue, and the official contractors can accept NO liability for any loss or damage sustained. It is highly recommended that all exhibitors take a trade fair and exhibition risk insurance, including insurance against fire.

Companies are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organisers against all claims and expenses arising from any damages. It is highly recommended that all exhibitors and service providers have a minimum of EUR 2'000'000 public liability insurance.

In addition to this, exhibitors should protect their expenditure against abandonment and cancellation or curtailment of the conference due to reasons beyond the organiser's control. Please ensure that you have adequate insurance cover for the duration of the event.

If for any reason whatsoever the exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organisers find it necessary to change the dates of the exhibition, the organisers shall not be liable for any expenditure, damage or loss incurred in connection with the exhibition.

COMPLIANCE WITH CODES, LAWS AND REGULATION

Companies are responsible for compliance with all applicable codes, laws and regulations. They will be held responsible under those rules for the actions of their employees, affiliates, and agents/contracted suppliers working on their behalf. Codes and regulations include various responsibilities for approval, certification and reporting for which companies are responsible.

Companies should take appropriate steps to ensure compliance with all applicable codes, laws and regulations, and make sure that their actions are representative of ethical and professional interaction between commercial enterprises and healthcare professionals. Companies are advised to put appropriate training in place so that their activities are compliant with the applicable codes, laws and regulations.

For pharmaceutical companies, the EFPIA (European Federation of Pharmaceutical Industries and Associations) codes of practice (www.efpia.eu) identify the 'applicable codes' for international events. In addition, the EFPIA codes identify the country code in which the company participating is legally set-up as an additional 'applicable code'. For the 2018 conference to be held in Geneva, the Swiss code applies. National codes and regulations may apply requirements related to the home country of sponsored delegates and speakers. pharmaceutical companies are responsible for checking the requirements of all applicable codes, laws and regulations.

The EFPIA has also established the HCP/HCO DISCLOSURE CODE that should be consulted.

The UEMS is dedicated to continuing medical education and certification (EACCCME) and provides guidelines on permissible practices.

Similarly, medical device companies should refer to the EUCCOMED code (www.eucomed.be) and the Swiss Affiliate.

Compliance with one code will not necessarily ensure compliance with the requirements of other applicable codes, laws and regulations. While EASL will take every step to keep up to date with these, each company participating in EASL HCC Summit 2018 needs to ensure that the activities they engage in are compliant.

BUDGET AND FINANCE

Both EASL and participating commercial companies expect financial transparency on budget planning as well as access to relevant reports in relation to EASL HCC Summit 2018. Financial plans for EASL HCC Summit income must be based on contribution guidelines as mutually agreed by the commercial company representatives and EASL Governing Board Member representatives. The commercial companies agree to comply with the agreed schedule of payments.

EASL recognises that companies are increasingly subject to reporting responsibilities with respect to their support for medical events and delegate sponsorship. These responsibilities vary between countries and companies may have different internal policies. EASL supports transparency and will attempt to accommodate company requests for assistance in providing relevant information given sufficient advance

warning and subject to the practicalities of providing such information. The final decision whether to provide information rests with the EASL Governing Board.

HANDLING OF DISPUTES, CLAIMS

No agreement can foresee all eventualities or problems which may occur. Consequently, it is accepted that continued dialogue will take place between the commercial companies and EASL with regards to participation at the HCC Summit 2018. Any dispute, controversy or claim arising out of, or relating to, this agreed code of practice shall be settled by EASL's arbitration committee. EASL will decide on appropriate action if necessary. In the first instance, any problems arising in connection with the organisation of the HCC Summit 2018, or participation at any EASL meeting may be discussed and resolved by the appointed representatives of the commercial companies for the particular EASL meeting with representatives from the EASL Governing Board.

At all times, each commercial company will respect the guidelines and indications of the EASL Governing Board with the scope of creating a qualitatively excellent event which take account of the requirements, contributions, and expectations of all participants. EASL will, through its processes, ensure financial transparency of conference budgets and accounts.

EXHIBITOR CODE OF CONDUCT

It is understood that all Sponsors/Exhibitors commit to the following basic rules. Inspired by several sources, including EFPIA, these rules have been developed in the best interest of the conference, conference delegates, and sponsors/exhibitors. Abiding to these fundamental «fair play» rules will ultimately promote a more successful event for all participants.

1. Advertising

Advertising is permitted only on the stand space (aisles excluded). Displays of printed matter or advertising outside this area, but on the conference premises, are not allowed. No flyers, posters, handouts, or other such commercial material can be left on tables, in conference hotels, on buses, etc. unless it explicitly agreed with the relevant operators. However, there are a number of sponsoring activities that offer select opportunities to promote a brand or service beyond the exhibition area. In addition, sponsors/exhibitors must comply with all applicable national and international rules and regulations related to advertising and promotion of all products and services as part of their stand. EASL bears no responsibility for non-compliance by the sponsor/exhibitor.

2. Audio activity

Sponsors/Exhibitors using audio devices must ensure that sound does not carry beyond their assigned exhibition space, and does not interfere with any other exhibitor. EASL reserves the right to determine what constitutes an acceptable sound level and may request the sponsor/exhibitor to take action to bring it to that level.

3. Compliance

While EASL will provide as much guidance as possible, it is the exhibitor's responsibility to comply with local authority regulations www.en.scienceindustries.ch as well as other rules such as the EFPIA (European Federation of Pharmaceuticals Industries & Associations) www.efpia.

eu, IFMPA (Federation of Pharmaceutical Manufacturers & Associations) www.ifpma.org, EUCCOMED (Medical Technology) www.eucomed.be and the Code of Practice on the Promotion of Medicines.

4. Cleanliness and waste disposal

The organisers are responsible for the overall cleanliness of the venue which will be managed outside of operating hours. However, each sponsor/exhibitor is responsible for the cleanliness of their own stand and may order cleaning services by contacting industry@easloffice.eu.

It is also the responsibility of the sponsor/exhibitor to ensure that all waste material from stand construction (including boxes for packaging) is completely removed from the exhibition area prior to the opening of the exhibition, and at the end of the conference. The sponsor/exhibitor needs to make sure that the necessary services are ordered to have their waste removed and paid for. Should this not be respected, the organisers will invoice any additional charges incurred to the sponsor/exhibitor.

5. Gifts and handouts

Items may only be given out to delegates within the limits of the assigned stand space. The exhibitor must ensure that gifts are compliant before being submitted to EASL for final approval.

6. Promotional activities and special effects

All demonstrations or instructional activities must be confined to the limits of the exhibition stand. Advertising material and signs may not be distributed or displayed outside the exhibitor's stand(s). Sound equipment must be regulated and directed into the stand so that it does not disturb neighbouring exhibits. Exhibition management and the organisers reserve the right to oblige the exhibitor to discontinue any activity, noise, or music that is deemed objectionable. Special effects lighting, live music, smoke, and laser projection may not be used on exhibition stands. No permission will be given for projection in the aisles or on the walls of the exhibition hall.

7. Lotteries, games and prizes

While lotteries and other luck-based activities are not permitted, knowledge or skill-based games may however be organised with prior written approval from EASL, both regarding the nature of the activity and the planned reward(s). At any rate, these must be low-key activities limited to the stand area.

8. Overflow activity

All stand activity must be held on the stand. Any activity taking place outside of the allocated stand space will be reported and shall be made to cease immediately.

9. Presence

Stands must be manned during the official opening hours of the exhibition.

10. Surveys

Surveys or market research conducted by Sponsors/Exhibitors must be confined to the assigned stand space.

11. Other

EASL reserves the right to take any action on site necessary to correct any activity or behaviour that is deemed inappropriate or that creates prejudice to EASL, delegates or other exhibitors, including, but not limited to, the cancellation of the Agreement without refund.