

2025 **ESMO BREAST CANCER**

Annual Congress

MUNICH GERMANY
14-17 MAY 2025



ONSITE EXHIBITION MANUAL

IMPORTANT DEADLINES

3 March 2025 Submissions of the booth layout

14 March 2025 Orders of additional services

23 April 2025 Exhibitor registration

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Attachments:

- Exhibitor Registration Excel Template
- Working pass Registration Excel Template
- FAIREXX Official Freight forwarder- Shipping guidelines & rates, Timeslot request form
- Lead System/Badge Scanner (CTI) brochure & order form
- ICM/Messe München - Technical guidelines and Important Notes

1 CONGRESS VENUE

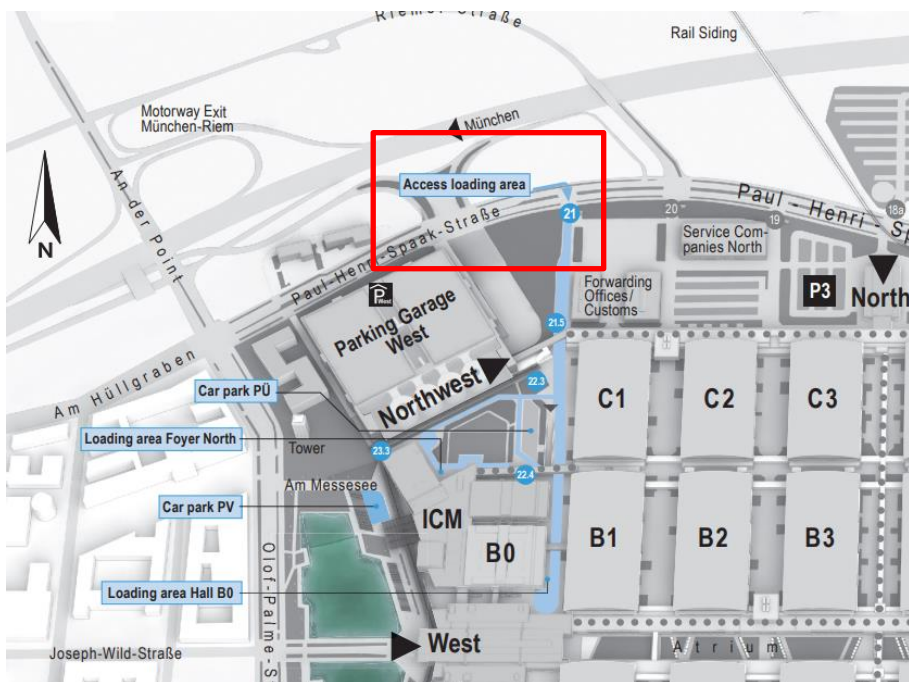
1.1. VENUE ADDRESS

ICM-International Congress Center Messe München
 Am Messensee 6
 D-81829 Munich - Germany

1.2. DELIVERY ADDRESS

Messe München/ ICM
 ESMO Breast Cancer 2025
 Fairexx Logistics GmbH c/o Kühne & Nagel Co.
 Paul-Henri-Spaak-Strasse 8, Tor 21
 81829 München - Germany

Access for exhibitors and standbuilders via the gate 21 and Loading area Foyer Nord



Notify: ESMO Breast Cancer 2025 Exhibition / Exhibitors Name / ICM / Stand Number
 Please note: All vehicles for direct-delivery/pick up on set up/dismantling must be registered - please submit the completed "TIMESLOT REQUEST FORM" to FAIREXX - this is obligatory!

Offloading/reloading requirements:

Please note there is a maximum time for offloading/reloading and trucks are only allowed to stay on the property for offloading/reloading, parking is not permitted. Please refer to the shipping manual or contact Fairexx for the detailed information concerning the time slots.

For all detailed information regarding shipments, tariff information etc. please refer to the shipping manual.

Please note: For in-house transport costs will be applied. The usage and driving of forklifts is restricted to Fairexx. If you use your own pallet trucks and other handling machines, they must be equipped with rubber wheels and you have to consider further restrictions mentioned in the document "Notice use of lifting equipment ICM".

2 IMPORTANT ADDRESSES

2.1. EXHIBITION MANAGEMENT & EXHIBITOR REGISTRATION

MAW (Medizinische Ausstellungs- und Werbegesellschaft)
International Exhibitions & Advertising
Freyung 6/3
1010 Vienna - Austria

Ms. Natalie Ubl - ext. 75 (general planning, logistics, stand approval, additional orders)

Ms. Sophia Skibicki - ext. 74 (general planning, additional orders and exhibitor registration)

Tel.: +43 (0) 1 536 63 + direct exts.

E-mail: esmomeetings.exhibition@maw.co.at

The following services will be handled by MAW:

- Stand approval
- Additional services for the booth (electricity, furniture etc. please refer to the order forms)
- Exhibitor badges

As of Monday, 12 May 2025 the Exhibition Service Desk at ICM will be open, and from this time on you can contact us via our mobile phone numbers:

Natalie Ubl: +43 (0) 664 811 04 92

Sophia Skibicki: +43 (0) 660 114 36 31

2.2. CONGRESS MANAGEMENT

ESMO Breast Cancer Congress Team
c/o ESMO Head Office
Via Ginevra 4
6900 Lugano - Switzerland

Organisation		
Alessia Mora	breast@esmo.org	+41 (0) 91 973 19 47
Concetta Di Parenti		
Scientific Programme		
Simona Tettamanti	programme@esmo.org	+41 (0) 91 973 19 60
Daiana Betti		
Registration		
Registration	registration@esmo.org	
Exhibitor registration	exhibitors@esmo.org	
Sponsorship Opportunities for Industry		
Jon Roberts	jon.roberts@esmo.org	
Anna MacDougall	anna.macdougall@esmo.org	
Media Relations		
Media activities organised by third parties	media@esmo.org	
ESMO Press Office	press@esmo.org	
Filming Activities	filming@esmo.org	

2.3. ACCOMMODATION

K.I.T. Group GmbH
Tel.: +49 30 24603 100
E-mail: esmobreastcancer@kit-group.org

2.4. INTERNATIONAL FREIGHT FORWARDING AGENT / ON-SITE HANDLING AGENT

FAIREXX - Logistics for exhibitions GmbH
Marienstrasse 28, 12207 Berlin, Germany
Tel.: +49 30 44 03 47 25
E-mail: ESMOBC@fairexx.com

2.5. CATERING FOR EXHIBITION STANDS

Coffee breaks are provided by ESMO as part of the registration fee. However, the exhibitors can offer additional catering, but it must be organised through **Käfer Service GmbH**.

Coffee Machines and Baristas do not have to be organized through **Käfer Service GmbH**.

Catering contact:

Käfer Service Team
E-Mail: messe.catering@feinkost-kaefer.de
Phone: +49 89 94924203

Catering for the exhibition can be ordered via the dedicated [link](#).

Please contact them directly in case of any questions regarding catering.

2.6. LEAD SYSTEM / BADGE SCANNER

CTI Meeting Technology GmbH
Nussdorferstraße 20/22
1090 Vienna, Austria
Ms. Tamara Dworschak
Tel.: +43 1 319 69 99-0
Email: leadssystem@ctimeetingtech.com

3 TIME SCHEDULE

3.1. EXHIBITION

Set-up	
Monday, May 12	08:00 - 20:00
Tuesday, May 13	08:00 - 19:00 (crates must be out by 18:00)
Wednesday, May 14	08:00 - 09:30 (only decorations or cleaning - no construction work!)

Important information: Removal of waste (packing material, boxes, plastics, pallets, construction waste, carpet, etc.) is not included. Every exhibitor / standbuilder must take care of their waste removal. All options for arranging waste removal and further information on the topic can be found on the online order website.

In general, MAW reserves the right to charge exhibitors / standbuilders who do not remove their waste for the extra costs that will occur for the cleaning and removal of their waste.

Exhibition Area Hours	
Wednesday, May 14	10:00 - 18:30
Thursday, May 15	08:30 - 18:00
Friday, May 16	08:30 - 15:00

Important information: Please note that the stands must be manned during the opening hours. Please be aware that the exhibition area is accessible for delegates outside the exhibition hours. Please make sure that you do not leave valuables on the stand. ESMO/MAW or ICM/Messe München do not take any responsibility for valuables or material left on the stand.

Dismantling	
Friday, May 16	15:30 - 00:00 (refer to information below!)

Important information: When scheduling your timeslots for dismantling please take into account that in Germany it is forbidden to drive trucks (total weight over 7.5 tons) from Saturday midnight until Sunday 22:00.

3.2. EXHIBITION SERVICE DESK - OPENING HOURS

Exhibitors Service Desk - opening hours	
Monday, May 12	08:00 - 19:00
Tuesday, May 13	08:00 - 18:00
Wednesday, May 14	08:00 - 18:30
Thursday, May 15	08:30 - 18:00
Friday, May 16	08:00 - 19:00

**Times are subject to changes.*

3.3. REGISTRATION - OPENING HOURS

Registration Desk at ICM - opening hours*	
Tuesday, May 13	14:00 - 18:00
Wednesday, May 14	09:30 - 18:30
Thursday, May 15	08:00 - 18:30
Friday, May 16	08:00 - 15:00

**Times are subject to changes.*

Important information: The sessions “Breast Cancer in Young Women” will take place on Friday afternoon and Saturday at hotel H4 and there will be another registration desk. Please refer to the congress website for the opening hours of the registration at hotel H4.

3.4. WELCOME RECEPTION

All participants attending the Congress are welcome to attend the official Welcome Reception on Wednesday, 14 May from 12:30 - 13:00, in the exhibition area.

3.5. COFFEE BREAKS

Coffee Breaks and Poster Lunches*	
Wednesday, May 14	16:00 - 16:30
Thursday, May 15	10:00 - 10:30, 12:00 - 12:45, 15:30 - 16:00
Friday, May 16	10:00 - 10:30, 12:15 - 13:00

**Times are subject to changes. For final times please refer to the virtual platform*

4 EXHIBITOR REGISTRATION, FULL REGISTRATIONS & WORKING PASSES

4.1. EXHIBITOR REGISTRATION

Owners, representatives and employees of exhibiting firms are entitled to request a limited number of “exhibitor” badges as included in their sponsorship packages. Beside the exhibition, the “exhibitors” badge authorizes access to the Industry Satellite symposia.

Please find below the included number of badges per space category:

67 sqm and above: 25 Exhibitor badges

46 - 66 sqm: 20 Exhibitor badges

25 - 45 sqm: 15 Exhibitor badges

13 - 24 sqm: 10 Exhibitor badges

9 - 12 sqm: 5 Exhibitor Badges

Further exhibitor badges can be purchased by following the instructions below. The price of additional badges not included in the above entitlement will be confirmed at a later stage.

To order your exhibitor badges and register your staff, please fill out the excel template (available via the online order forms) according to your booth size and return it via e-mail to: esmomeetings.exhibition@maw.co.at by **23 April 2025**.

The printed exhibitor badges will show the first and last names, the company name and the country (obligatory entry).

Exhibitor badges are distributed onsite only at the Exhibitor Registration Desk (in the main entrance). They will be handed over all together to one company representative who will be responsible to distribute the badges to the staff members.

Important: do not keep the badges at the booth, distribute them immediately, as otherwise your staff cannot enter the exhibition area. **NO ENTRANCE without a badge will be allowed!!**
No reprints of badges or exceptions for entry will be made!

Staff holding exhibitor badges may enter the exhibition area, as per the official congress hours.

Exhibitor badge **does not authorize entrance to the official sessions of the Congress or access to other benefits offered to fully registered delegates.**

4.2. FULL DELEGATE REGISTRATIONS

To register fully to the congress please visit the registration section:
<https://www.esmo.org/meeting-calendar/esmo-breast-cancer-2025>

The sponsorship packages also include a limited number of full delegate registrations which allow entrance to the official sessions of the congress and all other benefits offered to full registered delegates.

Please note that these full delegate registrations are handled by ESMO directly. In case of any questions concerning the full delegate registrations please contact registration@esmo.org.

4.3. WORKING PASSES

Personalized working passes will be required during set-up and dismantling.

To order the working passes for your crew, please fill out the excel template available via the online order forms and return it by e-mail to: esmomeetings.exhibition@maw.co.at by **23 April 2025**.

5 VENUE SPECIFICATIONS & VENUE REGULATIONS

5.1. VENUE SPECIFICATIONS / IMPORTANT INFORMATION

ICM

Hall height:	depending on stand position
Max. Standbuilding height:	3m
Max. permissible surface load:	Ground floor: 1 t/m ² (10 kN/m ²) Upper floor: 500kg/m ² (5 kN/m ²)
Floor:	Ground floor: Natural stone (granite) Upper floor: Wood (Maple Parquet)

Hall floors, ceilings and walls

Hall floors may not be covered with paint, glue or stickers. **Adhesive fixing of floor coverings to hall floors is permitted only with double-sided adhesive fabric tape that can be removed without residues. Only ICM adhesive tape may be used for laying floor inside the ICM, the adhesive tape for wooden and granite floors is available free of charge at the exhibitor service desk.** All materials used must be removed leaving no residues and without damaging the floor. **All damages to flooring will be charged to the Exhibitor responsible.** Joints to hall walls, ceilings and floors may under no circumstances be damaged by cutting or foundation works or similar. Drilling and attachment of bolts or anchorages to floors, walls or ceilings is not permitted.

Supply points

All services (telecommunications, & electricity) will be supplied through floor sockets/connections. *Please note that water and compressed air cannot be supplied, as there are no connections throughout the planned exhibition space.*

Stand stability and structural stability

Exhibition stands including equipment and exhibits as well as advertising hoardings must be securely erected such that they do not constitute a risk to public safety and order, above all in respect of human life and health. The given exhibitor is responsible for the structural safety of the stand concerned and may be required to provide proof of same.

The following rules always apply in exhibition halls and all other buildings and facilities which have dedicated event areas:

Upright vertical structural elements and special structures (e. g. free-standing walls, tall exhibits, tall and slender decorative elements) which may possibly tip over shall be designed to have a horizontally effective equivalent area load q_h as follows:

- $q_{h1} = 0.125 \text{ kN/m}^2$ for sections up to 4 m above floor surface
- $q_{h2} = 0.063 \text{ kN/m}^2$ for all structure sections more than 4m above floor surface.

The reference surface in such cases is the surface potentially exposed.

Calculations proving compliance to these rules must be presented to Messe München upon request. In substantiated cases, Messe München reserves the right to arrange for a structural engineer to conduct an on-site examination of the stability. This will be charged to the exhibitor.

Stand ceilings

The exhibition area is equipped with an automatic fire-extinguishing system, the effective operation of which may not be hindered by any stand ceilings. **Irrespective of their size, stand ceilings of any kind are subject to approval and must be registered in writing with the exhibition management, as they require written approval. Please submit your stand drawings with all detailed information to MAW for approval. You will then receive the needed documents to obtain approval from the venue.**

Closed ceilings are only allowed if sprinkler-compatible materials (mesh/netting materials as have been approved by VdS Schadensverhütung GmbH, certificate must be provided) are used. Stand ceilings/canopies must be at the very least flame-retardant (acc. to DIN 4102 or DIN EN 13501-1). Grid ceilings must be at minimum 70% open (incl. light fixtures) and conducted in accordance with the European sprinkler guideline CEA 4001.

Closed ceilings with solid material instead of mesh/netting materials bigger than 1m² are not allowed in any case!

Regularly occupied spaces / Partitioned “trapped” rooms

Any partitioned rooms on stands in the halls must offer users an unobstructed line of sight in the direction of escape towards the nearest emergency escape/rescue route. Such occupied spaces as may be accessed or left via a partitioned room only (“trapped” rooms) are not permitted on stands located in halls. All measures that compromise a clear line of sight in the direction of escape of the nearest emergency escape/rescue route or its accessibility are prohibited. Messe München GmbH reserves the right to impose any safety- or fire protection-related demands that may become additionally necessary until such time as stands undergo official acceptance. Please submit your stand drawings with all detailed information to MAW for approval.

Doors

The use on emergency escape/rescue routes of power-operated swinging doors, revolving doors, security coded doors, sliding doors, lift doors or any other device and other access restrictions operated by motors etc. that could act as an access barrier is prohibited.

Swinging doors on escape/rescue routes must be equipped with a device to prevent them from swinging back.

Manually operated rotating doors / turnstiles on escape/rescue routes are only permitted if they are equipped with a mechanical device that can be used in an emergency to open the rotary door / turnstile fully and easily across the entire passageway width from the inside. It must be possible to open double-leafed doors fully and easily from the inside (in the direction of evacuation) using a single handle.

Fire certificates

As a general rule, no easily flammable materials, materials that drip or melt when burning, toxic gases or materials producing heavy smoking / sooting, such as most thermoplastics including polystyrene (Styrofoam), whatsoever may be used.

In individual cases and for safety reasons, special conditions may be imposed for load-bearing Structural components (e.g. non-flammability).

Any mountings, fasteners and ties required for structural or load-bearing purposes must be made of non-flammable materials.

Decorative materials must be classed as being at least **extremely flame-retardant (class B1)**, may not drip or melt when burning pursuant to **DIN 4102-1**, may only produce a limited amount of smoke or **comply with class C (C -s2, d0) pursuant to EN 13501-1**. A test certificate verifying the fire classification of the materials used must be available for presentation.

As a rule, materials such as bamboo, reeds, hay, straw, mulch or peat do not meet these requirements and are in general to be protected separately or treated with a suitable and approved fire-proofing agent, to be coordinated with the Munich Municipal Fire Department and taking account of the processing instructions. The use of deciduous and coniferous shrubs or bushes is only permitted if they have moist root balls. If during the event it becomes apparent that the trees and plants are drying out and thus becoming easily flammable, they must be removed.

Please bring the appropriate certificates on site for all the materials you use.

Welding, cutting, soldering, abrasive cutting and other work involving the use of a naked flame or flying sparks is strictly prohibited on all operational and display areas belonging to Messe München. In exceptional cases and subject to written request, approval may be granted for hot work during the setting up and dismantling of exhibition and event installations. Exhibitors need to apply for special approval and the forms needed can be obtained via MAW. In case you are planning to use laser devices (or X-ray) you also need to apply for special approval and the required documents can be obtained via MAW as well.

For all rules and regulations at ICM/Messe München please refer to the attached documents:

- Technical guidelines
- Important notes ICM
- Notice fire protection measures
- Notice use of lifting equipment ICM
- Notice electrical installation work
- Notice description of halls and foyer ICM

Important information: In cases where the Organisers regulations, stated in this onsite exhibition manual, differ from the regulations of the Messe München GmbH, stated in the additional documents from the venue mentioned above, the Organisers regulations shall apply. Some paragraphs may also not be relevant to ESMO Breast Cancer 2025. If in doubt, please contact MAW.

6 STANDBUILDING RULES

All exhibitors have booked floor space only and are responsible to build their own booths or order rental modular booths via the additional order forms.

In case you will build your own booth please refer to the Standbuilding rules (6 - Standbuilding rules) and submit the stand drawings (detailed requirements 6.1.5. Submission of construction plans / STAND DESIGN) until **3 March 2025** at the latest to esmomeetings.exhibition@maw.co.at.

6.1. STANDBUILDING RULES

The safety and stability of the booth construction and all used material is the sole responsibility of the exhibitor and his stand building company. Neither ESMO nor MAW nor the congress venue take any responsibility for any damages or accidents caused by exhibition stands. It is the responsibility of the exhibitor and his stand building company to have proper liability insurance.

6.1.1. GENERAL REQUIREMENTS

- All exhibits must be confined to the spatial limits of their booth, as indicated in the final floor plan.
- All activities on the booth area potentially attracting a large audience and causing queues (e.g. presentation, quiz, give aways' distribution) may not be placed immediately at the borders of the booth facing the aisles, as this might be impeding aisle traffic. Those activities must be clearly identifiable on the booth layout sent in for approval of MAW. ESMO and MAW reserve the right to stop such activities on the booth immediately, if they are blocking passageways around the booth area.
- Exhibits must be staffed during the hours of Exhibition. The Exhibition areas are to be used only during the specified opening hours.

6.1.2. STAND BUILDING HEIGHTS

Standard Stand building height:	2.5 m
Maximum building height:	3 m

6.1.3. SEPARATION WALLS AND FLOOR COVER

All stands **must be separated from the neighbouring stand(s) by means of a separation wall.**

The separation wall can be provided by the exhibitor or can be ordered with the appropriate order form at extra costs. This separation wall shall be **finished on the inside as well as on the outside** (no cables on the back side of the walls).

Carpet or any other floor covering is obligatory.

6.1.4. VISIBILITY OF THE BOOTHS

Ground Floor

Please keep in mind that booths 1.1-1.6 and part of booths 1.10-1.11 are visible from the first floor and for that reason we want to highlight the importance of covering the storage rooms and generally paying attention to finish the top of booth constructions neatly.

First Floor

For booths on the first floor, in particular, booths 2.7-2.14, please note that the back wall of your booth is visible from the ground floor. Therefore, all booths located along the balustrade must customize the back wall.

Important for booths 2.11 & 2.12: For those booths it can be decided whether to have a back wall with graphic (this is mandatory as mentioned above) or to keep it open and have the graphic on the balustrade behind the space (this is optional). However, the side walls are mandatory between booths (towards 2.10 and towards 2.13). If the company decides to personalize the balustrade it will be branded at the company costs. Further details and prices for the graphic on the balustrade will be provided by the Exhibition Management Company at the request of the exhibitor.

6.1.5. SUSPENSION FROM THE CEILING

No part of any exhibit may be suspended from the ceiling or attached to any part of the building.

6.1.6. SUBMISSION OF CONSTRUCTION PLANS / STAND DESIGN

Please provide the following documents via e-mail as pdf-file - stand design/drawings to scale:

- a) ground view including measurements **and meter grid**
- b) front elevation including height indication
- c) cross section measurements
- d) 3-D view (visuals)
- e) plan showing the position of **all** exhibition equipment, furniture, plants, machinery and/or installations (clear identification of presentation, quiz and give away zones etc.)

Depending on the stand design and structure you might be asked to submit static calculations.

Deadline for submission: 3 March 2025 - please send to:

esmomeetings.exhibition@maw.co.at

No approval by MAW means no permission to construct the stand - resulting costs are entirely at the exhibitor's expense.

6.1.7. TYPE OF STAND / SPACE

- **Row stand**

According to international custom, a row booth shall be built open on one side.

At the open side any solid walls or elements that block the access are only allowed with special permission of the Exhibition Management Company and if they do not interfere with other exhibitors. Depending on the concept and location of the booth, solid walls or elements that block the access to the booth must not be longer than 25% - 35% of the length of the booth on the open side and may not interfere with other exhibitors.

The maximum closing of 35% is only allowed with a maximum height of 3.00 m. Depending on the booth size and location of the booth, walls/elements with a distance of 2.00 m or more to the edge of the stand will be considered as “within the booth area”. Therefore, the regulation concerning the max. closing of 25% - 35% might not apply to these walls/elements. Please provide the drawings to the Exhibition Management company for evaluation.

Edge of the stands: A 25 cm to 30 cm inset from the edge is the minimum vacant margin required. It is forbidden to place any stand elements or structure within this perimeter. Slight exceptions are possible, depending on the size of the booth and the length of walls/elements.

The standard height of side and back walls towards neighbouring booths is 2.50 m including platform/raised floor (all walls which are placed directly at the border of the booth or within a distance of 1.5m will be considered as “back wall” regarding the regulations). Exceptions up to the maximum height of 3.0m are only possible when coordinated and approved by the Exhibition Management. The Exhibition Management will inform the neighbours accordingly. These separation walls shall be finished on the inside as well as on the outside. The entire back and side walls to neighbouring stands shall have the same height - no single parts/elements may be in a different height. The back side of the wall facing neighbouring stands must be kept in proper condition - white, neutral, free of installation materials and clean (solid walls are preferred - fabric can be used only if it is properly finished, not wrinkled, not provisionally fixed etc.).

The distance of any advertising/branding structures facing an adjacent booth must be minimum 2.00 m. Individual stand elements within the booth area may be planned with the maximum height - again only with prior approval of the design by the Exhibition Management Company.

Construction plans for approval are required as soon as possible.

- **Corner stand**

According to international custom, a corner booth shall be built open on 2 sides.

At the 2 open sides, any solid walls or elements that block the access are only allowed with special permission of the exhibition management and if they do not interfere with other exhibitors. Depending on the concept and location of the booth, solid walls or elements that block the access to the booth must not be longer than 25% - 35% of the length of the booth on each side and may not interfere with other exhibitors.

The maximum closing of 35% is only allowed with a maximum height of 3.00 m. Depending on the booth size and location of the booth, walls/elements with a distance of 2.00 m or more to the edge of the stand will be considered as “within the booth area”. Therefore, the regulation concerning the max. closing of 25% - 35% might not apply to these walls/elements. Please provide the drawings to the Exhibition Management company for evaluation.

Edge of the stands: A 25 cm to 30 cm inset from the edge is the minimum vacant margin required. It is forbidden to place any stand elements or structure within this perimeter. Slight exceptions are possible, depending on the size of the booth and the length of walls/elements.

The standard height of side and back walls towards neighbouring booths is 2.50 m including platform/raised floor (all walls which are placed directly at the border of the booth or within a distance of 1.5m will be considered as “back wall” regarding the regulations). Exceptions up to the maximum height of 3.0m are only possible when coordinated and approved by the Exhibition Management. The Exhibition Management will inform the neighbours accordingly. These separation walls shall be finished on the inside as well as on the outside. The entire back and side walls to neighbouring stands shall have the same height - no single parts/elements may be in a different height. The back side of the wall facing neighbouring stands must be kept in proper condition - white, neutral, free of installation materials and clean (solid walls are preferred - fabric can be used only if it`s properly finished, not wrinkled, not provisionally fixed etc.).

The distance of any advertising/branding structures facing an adjacent booth must be minimum 2.00 m. Individual stand elements within the booth area may be planned with the maximum height - again only with prior approval of the design by the Exhibition Management Company.

Construction plans for approval are required as soon as possible.

- **Peninsula stand**

According to international custom, peninsula booths shall be built open on 3 sides and should be fully accessible on all open sides. At the 3 open sides, any solid walls or elements that block the access are only allowed with special permission of the exhibition management and if they do not interfere with other exhibitors. Depending on the concept and location of the booth, solid walls or elements that block the access to the booth must not be longer than 25% - 35% of the length of the booth on each side and may not interfere with other exhibitors.

The maximum closing of 35% is only allowed with a maximum height of 3.00 m. Depending on the booth size and location of the booth, walls/elements with a distance of 2.00 m or more to the edge of the stand will be considered as “within the booth area”. Therefore, the regulation concerning the max. closing of 25% - 35% might not apply to these walls/elements. Please provide the drawings to the Exhibition Management company for evaluation.

Edge of the stands: A 25 cm to 30 cm inset from the edge is the minimum vacant margin required. It is forbidden to place any stand elements or structure within this perimeter. Slight exceptions are possible, depending on the size of the booth and the length of walls/elements.

The standard height of side and back walls towards neighbouring booths is 2.50 m including platform/raised floor (all walls which are placed directly at the border of the booth or within a distance of 1.5m will be considered as “back wall” regarding the regulations). Exceptions up to the maximum height of 3.0m are only possible when coordinated and approved by the Exhibition Management. The Exhibition Management will inform the neighbours accordingly. These separation walls shall be finished on the inside as well as on the outside. The entire back and side walls to neighbouring stands shall have the same height - no single parts/elements may be in a different height. The back side of the wall facing neighbouring stands must be kept in proper condition - white, neutral, free of installation materials and clean (solid walls are preferred - fabric can be used only if it`s properly finished, not wrinkled, not provisionally fixed etc.).

The distance of any advertising/branding structures facing an adjacent booth must be minimum 2.00 m. Individual stand elements within the booth area may be planned with the maximum height - again only with prior approval of the design by the Exhibition Management Company.

Construction plans for approval are required as soon as possible.

- **Island stand**

According to international custom, island booths shall be built open on 4 sides and should be fully accessible on all open sides. At the 4 open sides, any solid walls or elements that block the access are only allowed with special permission of the exhibition management and if they do not interfere with other exhibitors. Depending on the concept and location of the booth, solid walls or elements that block the access to the booth must not be longer than 25% - 35% of the length of the booth on each side and may not interfere with other exhibitors.

The maximum closing of 35% is only allowed with a maximum height of 3.00 m.

Depending on the booth size and location of the booth, walls/elements with a distance of 2.00 m or more to the edge of the stand will be considered as "within the booth area". Therefore, the regulation concerning the max. closing of 25% - 35% might not apply to these walls/elements. Please provide the drawings to the Exhibition Management company for evaluation.

Edge of the stands: A 25 cm to 30 cm inset from the edge is the minimum vacant margin required. It is forbidden to place any stand elements or structure within this perimeter. Slight exceptions are possible, depending on the size of the booth and the length of walls/elements.

The standard height of side and back walls towards neighbouring booths is 2.50 m including platform/raised floor (all walls which are placed directly at the border of the booth or within a distance of 1.5m will be considered as "back wall" regarding the regulations). Exceptions up to the maximum height of 3.0m are only possible when coordinated and approved by the Exhibition Management. The Exhibition Management will inform the neighbours accordingly. These separation walls shall be finished on the inside as well as on the outside. The entire back and side walls to neighbouring stands shall have the same height - no single parts/elements may be in a different height. The back side of the wall facing neighbouring stands must be kept in proper condition - white, neutral, free of installation materials and clean (solid walls are preferred - fabric can be used only if it's properly finished, not wrinkled, not provisionally fixed etc.).

The distance of any advertising/branding structures facing an adjacent booth must be minimum 2.00 m. Individual stand elements within the booth area may be planned with the maximum height - again only with prior approval of the design by the Exhibition Management Company.

Construction plans for approval are required as soon as possible.

6.1.8. FURTHER CONSTRUCTION REGULATIONS

- a. MAW reserves the right to cancel stand construction and require changes in accordance with approved drawings and described stand concept
- b. No structure of an exhibit or stand may project on any side beyond the limits of the stand location
- c. No signs may project beyond the delimiting walls of the stand, and each exhibitor must avoid hindering the view or entrance way of neighbouring stands.
- d. No obstruction of the gangways and aisles shall be permitted. Special care must be taken to avoid lights or spotlights that are annoying to visitors or neighbouring stands.
- e. Audio-visual and other sound and attention-getting devices will be permitted only in those locations that the visitor viewing will be in the booth and not impeding aisle traffic and in such intensity as, in the opinion of the Exhibition Organisers, they do not interfere with the activities of the neighbouring exhibitors
- f. Exhibits or other devices which emit sound, light or smell must be operated and controlled so as not to irritate other exhibitors
- g. The Exhibition Management reserves the right to issue further instructions concerning the design of stands
- h. Depending on the usage of the room, doors and windows must be back so as to open outwards and not exceed the boundaries of the booth. The minimum height of doors is 2100mm and the maximum width of sheet is 1230mm
- i. Equipment to be shown or demonstrated must be placed in the exhibit space contracted in order to ensure that the visitor viewing the equipment will be in the booth and not impeding aisle traffic. All products and services must be safe in the opinion of ESMO/MAW and have the approval of appropriate authorities
- j. Any counter, desk etc. or device (i-pads, screens etc.) which attract visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a distance of approx. 1.0m) in order to ensure that the visitors will be in the booth and not standing in the aisle.
- k. Screens may not be placed directly on the edge of the stand. The required distance to the border depends on the size of the screens (LED-wall) and the size of the booth
- l. Coffee bars or other F&B-stations must be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle. Depending on the size of the bars a distance of 1.50/2.00 m to the edge of the booth is required (for small coffee machines/counters slight exceptions might be possible)
- m. It is not permitted to show logos, trademarks or projections outside the scope of the exhibition stand, whether it be by using projectors, lasers or light beams. In case of using laser projection for lighting or the setting, the apparatus used must have the corresponding authorization and approval certificate from the manufacturer

6.1.9. FIRE CERTIFICATES/MATERIALS

All material used to set-up the stand (partitions, backdrops, structures, platforms, linings, fabrics, curtains, false ceiling etc.) must be fireproof or made fireproof in compliance with the Decree of Ministry.

Depending on how they are used, the materials must respond to the following reaction to fire classes:

- Class 1: walls, curtains, false ceilings and ceilings, platforms and their coverings
- Class 2: coverings in direct contact with the floor of the hall, such as linoleum, fitted carpets etc.
- Non-fireproof plastics, reed mats, rush matting, lattices, articles made with cardboard and cardboard derivatives, blinds made from thin wooden slats (Venetian) or the like may not be used as these materials are not flameproof. If materials are not fireproof, they must be specially treated with fireproofing products
- Avoid using paper, cardboard, plastics, artificial flowers/decorations/plants etc. which are readily combustible, explosive, melt, drip or which in a fire emit toxic gases or large quantities of smoke

Please bring the appropriate certificates (in English) on-site for all the materials you use. For fire certificates/materials please also refer to the venue regulations.

6.1.10. RAISED FLOORS, STAIRS AND RAMPS WITHIN EXHIBITION

The following regulations are essential to reduce the frequency of slip and trip incidences. General regulations relating to raised floors and ramped edges are as follows:

- All stands with a raised floor / access platform shall be built with a ramp (**mandatory, especially for raised floors over 4cm height**)
- All raised floor sections must be clearly distinguishable from areas of the surrounding floor space.
- All raised floor sections or ramped edges must not contain sharp or dangerous edges and must not cause a trip hazard.
- Ramped edges should be of non-slip construction or coated with a non-slip finish.
- Thin decorative flooring such as carpet, vinyl, matting, wood or the like, must have the edges taped down or firmly secured, and must not be deemed to cause a trip hazard.
- Permission must be granted by the Exhibition Management before installation of landscape style flooring such as bark, pebbles, dirt, railway sleepers and other loose materials. Please send all details for approval. This type of flooring must be steady under foot and must not be deemed to cause a trip hazard. Further regulations apply to the installation and removal of these materials from the venue floor.
- The mix of ramped and square edges on any raised area must be kept to an absolute minimum. If a ramp is installed, it must be clearly distinguishable from the remainder of the raised floor surrounding it.
- Ramps must be kept within the stand and not be placed in the aisles.

7 LIABILITY / INSURANCE

7.1. LIABILITY

Neither ESMO nor MAW nor the venue, nor either of their officers, agents, employees, or other representatives shall be held liable for, and they are hereby released from any damage, loss, harm, or injury to the person or property of the Exhibitor or any of its visitors, officers, agents, employees or other representatives, resulting from Exhibitor's participation in the Event or licensing and/or use of exhibition space hereunder, whether from earthquake, fire, theft, water or accident of any other cause, or from ESMO nor MAW nor the venue, or either of their officers', agents', employees' or other representatives' negligence. The Exhibitor shall indemnify, defend, and hold harmless ESMO nor MAW nor the venue and their respective owners, directors, officers, employees, agents and representatives, from, any and all claims, demands, suits, liability damages, loss, costs, attorney's fees, and expenses of any kind which might result or arise from any action or failure to act on the part of the Exhibitor or its officers, agents, employees, or other representatives. Neither ESMO nor MAW nor the venue shall be responsible for the security of Exhibitor's products, proprietary software or hardware information. It is the responsibility of the Exhibitor to maintain proper insurance coverage for its property and liability. Exhibitor understands that neither ESMO nor MAW nor the venue maintains insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance.

The stands may be used only for exhibiting and advertising the exhibitors' own products in accordance with applicable laws and regulations.

The ESMO Breast Cancer Congress will not attempt to settle disputes between exhibitors over issues such as trademark violations, sign cop, and copyright violation claims.

Any orders for products which are taken must be made in accordance with laws covering such orders.

Advertising / promoting a specific product does not mean acceptance by ESMO and it is the full responsibility of the corporation that it is in accordance with the Swiss, German and European law, where applicable.

7.2. INSURANCE

The exhibitor and or his stand building company have to take out a civil liability policy to cover damages for personal and property damages for the duration of the entire time of the exhibition including the time allotted for setting up and dismantling.

If an exhibitor damages venue interiors/building components, the venue will invoice the exhibitor accordingly.

8 ESMO EXHIBITION RULES

The Congress is provided to international HCPs with a majority from Europe and is following the EFPIA guidance/code. For full details concerning this section, consult the [ESMO Breast Cancer 2025 Industry Guidelines](#).

1. Unapproved therapies

The organisers bear no responsibility towards the delegates for the display, promotion or sale of therapies or services, neither are the organisers supporting those products or services for their sole promotion at the ESMO Congress. However, ESMO reserves the right to deny at any time the display, promotion or sale of products, therapies or services should these be against the generally accepted clinical approach. Promotion of unapproved therapies (by regulatory authorities) is regulated by the local and European laws and ESMO bears no responsibility in case of a complaint based on such laws. Sponsoring companies are therefore advised to consult the Codes of Practice of their governing bodies for information and guidance on regulations around attendance at medical congresses. In all cases, sponsoring companies are responsible for ensuring that their promotion during the Congress is legally and ethically acceptable in Germany.

2. Duration of the exhibition

The exhibition will be open from Wednesday, 14 May to Friday, 16 May 2025.

3. Concomitant activities

Activities such as internal meetings involving Congress delegates, press conferences, educational or promotional activities taking place either in or outside the congress centre but concomitant with or during breaks in the official ESMO BREAST CANCER 2025 educational and scientific programme are subject to the ESMO BREAST CANCER 2025 Secretariat approval. Clear identification of the organizers, purpose, targeted participants and the full programme must be submitted for approval to the ESMO BREAST CANCER 2025 Secretariat (breast@esmo.org) at least 4 weeks prior to the event.

4. Reproduction of logos

Each company is entitled to use the official logo of ESMO BREAST CANCER 2025 on invitations and promotional documents related to the approved satellite symposium. Companies are not allowed to use the ESMO corporate logo under any circumstances. The ESMO BREAST Cancer Secretariat (breast@esmo.org) will provide the ESMO BREAST CANCER 2025 logo as an electronic file upon request, but not before the draft of the invitation or other promotional material is submitted for approval.

5. Promotion and activities in the exhibition

5.1. General note:

ESMO advises the avoidance of cultural or historical references in promotional material and bears no responsibility should this cause offence. For all stand activities (promotion of products, catering, giveaways, surveys, etc.) it is the exhibitors' responsibility to abide by the local and European laws and by the relevant pharmaceutical codes of practice or other relevant and valid Industry codes of practice. Neither ESMO nor MAW or the venue bear any responsibility towards the delegates, the authorities or other organizations.

5.2. Display, projection or distribution of promotional materials on-site:

All these activities must be confined within the company's assigned exhibition space or business room and are not allowed in any other area in, or leading to, the Congress venue. ESMO does not review and approve the content of promotional material which exhibitors distribute on their booth or in their business room. ESMO bears no responsibility towards the delegates and authorities for the content of displays and promotional material. It is the full responsibility of the exhibitor that it is in accordance with all local and European laws. For all displays and promotional material, the exhibitors are responsible for ensuring that their promotion during the congress is legally and ethically acceptable in Germany. ESMO will not attempt to settle disputes between exhibitors over issues such as trademark violations, sign copy and copyright violation claims. Any orders for products which are taken must be made in accordance with laws covering such orders.

5.3. Advertisements

Advertisements are possible both onsite at the venue as well as in the virtual congress environment. Please contact breast@esmo.org for further details.

5.4. Promotion at hotels

The distribution or display of promotional materials at the hotels where participants are staying during the Congress is discouraged by the ESMO BREAST CANCER 2025 Secretariat. However, if produced, the content must follow the same rules defined in the [ESMO Breast Cancer 2025 Industry Guidelines](#).

5.5. Photographing, filming, audio recording

Photographing, filming and audio-recording in the exhibition hall is not permitted at any time. Exception: exhibitors may only take photographs or filming of their own stand or stand activities. Exhibitors can perform their activities abiding by the ESMO Filming Policy and purchasing a badge.

Anyone carrying filming equipment at ESMO BREAST CANCER 2025, is requested to wear all times a specific vest distributed onsite together with the badge.

5.6. Stand activities

No programmatic activities or scientific/educational activities (scientific sessions, meet the expert sessions, workshops) may take place at the booth. Activities which are classifiable as purely promotional (product presentations) may take place and can be announced accordingly. The ESMO BREAST CANCER 2025 Secretariat does not review and approve the content of promotional activities or product presentations. ESMO bears no responsibility towards the delegates and authorities for the content of presentations.

Such activities must take place within the booth - the exhibitor has to ensure that the visitors are on the booth

and not standing in the aisle or blocking passageways around the booth. It must be at a volume that does not disturb neighbouring stands.

The ESMO BREAST CANCER 2025 Secretariat reserves the right to stop activities which do not comply with the above specifications.

Self-assessment test, computer-assisted learning which the delegate can choose to start and end at his/her wish are allowed.

5.7. Other promotional activities

Any other activity that is organized with the purpose of promoting the company's presence during the event or its products or services is subject to ESMO approval.

6. Exhibitor/Visitor badge

The exhibitor and visitor badges do not authorize entrance to the official Congress sessions. Exhibitor badges grant access to the exhibition, satellite symposia, business rooms and private meetings. Exhibitors have a specific number of exhibitor badges included according to the booked sqm exhibition space (please refer to page 8). The price of additional badges not included in the above entitlement will be confirmed at a later stage. The exhibition visitor badge holders can access the exhibition only. Visitor badges will be purchasable at a specific price confirmed at a later stage.

7. Identification of the exhibitors

False certification of individuals as exhibitor's representatives, misuse of exhibitor badges, or any other method assisting authorized persons with access to the exhibition floor will be just cause for expelling the violator from the exhibition or barring him/her from further entrance to the exhibition floor or removing his/her exhibit from the exhibition floor without obligation on the part of ESMO for refund of any fees.

8. Subletting of on-site and virtual space

Exhibitors may not assign, sublet or apportion the whole or any part of the space allotted to them and may not advertise or display goods or services other than those manufactured or sold by them in the normal course of business. The demonstration of products, advertising of products or distribution of advertising, and/or solicitation of business of any kind on behalf of non-exhibiting firms in any part of the congress facility is strictly prohibited.

9. Admission rights

Admission to the exhibition is limited to the owners, representatives and employees of exhibiting companies. Only fully registered ESMO BREAST CANCER 2025 participants and exhibitors wearing the exhibitors' badge may enter the exhibition hall. Models or similar personnel not commercially connected with the industry may be employed to assist in the exhibitor's booth; ESMO may refuse or expel any person whose behaviour or clothing is considered incompatible with the image of the congress, or who refuses to comply with the local safety rules. Exhibitors must treat all participants in a courteous and fair manner. Discrimination against participants according to their nationality, academic position, or any other factor is against the [ESMO BREAST CANCER 2025 Industry Guidelines](#) and will affect the future conference attendance of the company in question.

10. Surveys

Surveys are authorized only in the limits of the company's assigned booth. The appointed staff must be always identifiable as member of a "marketing research team".

11. Media activities

All media activities initiated by third parties are subject to a specific Media Policy. Companies wishing to organise a media event during the Congress should send a request to media@esmo.org. For any additional information about media issues, please contact media@esmo.org.

Badges (Media Activities)

According to the ESMO Press Policy, press badges may only be assigned to journalists working for recognised media organisations. Should communication agency or company representatives require a badge for the purpose of preparing and/or developing third party media events, please send an email to both ESMO Registration (registration@esmo.org) and media@esmo.org to request a dedicated temporary badge. This badge only allows access to the room where media activities are taking place. Full details are available in the ESMO Third Party Media Activities Policy.

12. Booth restrictions

Exhibits must conform to the contracted space and all display rules as set forth in the ESMO BREAST CANCER 2025 Exhibitor Manual. Any aspect that is not covered in the ESMO BREAST CANCER 2025 Exhibitor Manual is subject to approval by ESMO and by the Exhibition Management Company. Exhibits or displays must not obstruct the view or interfere in any way with the displays of neighbouring exhibits. Aisles and gangways must always be kept clear and free for passage. All emergency exits and accesses to service areas must be kept clear at all times and not restricted, hindered or rendered unrecognizable. Any exposed part of the display must be covered not to be objectionable to other exhibitors or the best overall interest of the exhibition. All business and selling demonstrations must be confined to the limits of the exhibitor's own booth. Promotion or display of promotional material and any other related activity is not allowed outside the assigned space.

13. Management of the booth

Exhibits must remain fully intact and staffed at all times. Dismantling of exhibits and removal of products or display material is limited only to published dismantling hours. The dismantling or abandonment of the exhibit will cause remedial actions by the Exhibition Management Company. Relating costs will be borne by the exhibiting company.

14. Audio and visual activities

The projection of films and slides; any amplification with the aid of loudspeakers; the production of music and/or sound; as well as the use of lighting, computer monitors and television screens is acceptable within the designated stand space as long as no disturbance is caused. Sound and lighting effects should be contained within each stand space. If the Exhibition Management Company judges that a disturbance is being caused, the exhibitor is to halt the activity immediately. If this is not done, the Exhibition Management Company reserves the right to make the necessary arrangements at the expense of the Exhibitor. A refusal to lower the sound level or refusing to stop an

activity will be considered a violation of the ESMO Exhibition rules.

15. Catering

Exhibitors may not sell or serve food or drink for consumption on the premises. Serving alcoholic beverages on stands is strictly forbidden. All exhibitors offering hospitality are reminded of their responsibilities for hygiene and food safety. Exhibitors are also encouraged to guarantee a healthy and balanced catering service to their delegates. All catering should be ordered through the official caterer at the congress venue. It is the exhibitor's responsibility to abide by the local and European laws and by the relevant pharmaceutical codes of practice or other relevant and valid Industry codes of practice. Please also refer to 2.5 "Catering for exhibition stands", page 5.

16. Networking events

Networking events and other similar activities sponsored by exhibitors cannot be held during exhibition hours or in conflict with any scheduled meeting or activities conducted by ESMO. Such events are to be held outside the blackout times and are subject to ESMO approval. Self-assessment tests, computer-assisted learning which the delegate can choose to start and end at his/her wish are allowed.

17. Business rooms

Companies supporting the congress can apply for a business room. Assignment will be made based on the sponsorship package level.

The business rooms can be used for promotional activities, product presentations, hospitality for customers and private meetings. Small meetings may take place in parallel with the official ESMO BREAST CANCER 2025 educational and scientific programme provided they do not involve groups larger than 30 people (maximum number of people depends on the room size, set-up and the maximum permitted room capacity according to the safety regulations of the congress venue).

The organization of scientific or educational activities (scientific session, meet the expert sessions, workshops) are strictly not allowed in the business rooms.

In compliance with the above no prior approval by the ESMO BREAST CANCER 2025 Secretariat is required.

For Press conferences/Media activities please refer to paragraph 11, media activities. All media activities/press conferences are subject to the Media Policy and cannot be held in the business room without prior approval by the ESMO BREAST CANCER 2025 Secretariat. The ESMO BREAST CANCER 2025 Secretariat will not allow any official business rooms or anything similar in places other than the congress venue from the day preceding the Congress up to and including the last day of the Congress.

18. Giveaways/Industry codes of practice

Giveaways should have a professional nature and be limited in value. Sharp, pointy or other potentially dangerous objects are not allowed. The ESMO BREAST CANCER 2025 Secretariat does not review and approve giveaways. It is

the exhibitor's responsibility to abide by the local and European laws and by the relevant pharmaceutical codes of practice or other relevant and valid Industry codes of practice.

19. Postponement or Abandonment

ESMO reserves the right to postpone the Congress including the technical exhibition, or to transfer it to another site, if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the Congress or any of its parts, ESMO cannot be held liable for any costs, expenses and damages (including, but not limited to direct or consequential damages, loss of opportunity, loss of use, or loss of revenue or profit) incurred in connection with the postponement or abandonment. Unexpected cancellation of the event: ESMO reserves the right to cancel without notice or compensation ESMO BREAST CANCER 2025 in the event of force majeure cases (e.g. strikes, riots, fires, flood, terrorist attacks, governmental actions and regulations, damages or other fatal occurrences). In such cases, ESMO is not liable for failure to perform any obligation hereunder. For the condition for such cases please refer to the "General terms and conditions".

20. Security and Insurance

Neither ESMO nor its contractors shall be responsible for the safety of any exhibit or other property of the sponsoring company or any person. Furthermore, ESMO nor its contractors shall be responsible for the loss, theft, damage or destruction by any cause of the exhibits or other property, or for loss, damage or injury sustained by any exhibits or any other persons. The sponsoring company/exhibitor shall indemnify ESMO and its contractors to third persons, as a result of any act or omission of the company, its staff, agent or personnel hired on a temporary basis. As ESMO and its contractors will accept no responsibility for any of the foregoing matters, the sponsoring company should affect his/her own insurance against any risk of loss due to theft or negligence, damage, injury or liability. The sponsoring company agrees not to pursue ESMO for any previously listed risks.

21. Smoking policy

ESMO BREAST CANCER 2025 and the concomitant exhibition have been designated as no-smoking events throughout the entire venue, including all meeting halls, functions, registration and catering areas. All participants are kindly required to respect the no-smoking policy.

22. Infractions

Any infraction to our ESMO Exhibition Rules will follow the procedure outlined in the "General Terms and Conditions".

23. Final Clause

In cases not covered by the regulations in the ESMO Exhibition Rules, the Organisers' interpretation shall be final.

9 GENERAL TERMS AND CONDITIONS

The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at the ESMO Breast Cancer 2025 insofar as the contractual partners do not reach contrary agreements in writing.

Establishment of Contract

- Application for a sponsorship product(s)/service(s) is made by filling in and returning the sponsorship application form to ESMO.
- Only completed and signed application forms will be taken into consideration. By signing the sponsorship application form, the company accepts the conditions contained in the ESMO Breast Cancer 2025 Industry Guidelines and any supplementary provisions.
- Confirmation of the allocation of any sponsorship product(s)/service(s) by ESMO in writing constitutes establishment of contract between the sponsoring company and ESMO.
- An invoice will then be sent by registered mail. The date of the assignment is considered to be the date of allocation. If the contents of the assignment deviate from the contents of the sponsoring company's application, the contract is based on the assignment issued by ESMO unless the company objects in writing within two weeks after the date the assignment was sent.

Appointed Agencies

- Application for any sponsorship product(s)/service(s) must be submitted by the sponsoring company under whose name each sponsorship item is to be listed. Correspondence in this regard must be made exclusively between the sponsoring company and ESMO.
- Sponsoring companies should inform ESMO in writing which agency is appointed. Otherwise no request from agencies will be taken into consideration.
- It is not the role of any given agency to make initial enquiries or reservations with ESMO independently of the sponsoring company.
- The sponsoring company is responsible for communicating these regulations to its staff and its appointed agencies.
- This named agency cannot fully act as if it were the sponsoring company itself and the sponsoring company will continue to be held entirely responsible and accountable for activities organised in its name.

Procedure

- Send sponsorship application form. The ESMO Events Sponsorship Department will acknowledge receipt of your sponsorship application form and the assignment process will commence soon afterwards.

Assignment

- Will be done on a first come, first served basis (excluding the satellite symposia assignments).
- To ensure each sponsoring company has a chance to choose a suitable satellite symposium slot, offers are valid for 48 hours (2 working days) unless the offer makes it clear that the opportunity is freely available.
- For this reason, please supply a reliable contact telephone number for an appropriate decision maker within the company.

Payment deadlines

Assignments will be cancelled automatically if the related cost has not been paid within the given time period. In such cases the cancellation fee will be applicable following the cancellation policy.

Terms of Payment

Payment is due within 30 days following the date of the invoice.

Cancellation Policy

The company cancelling its support after the official application has been accepted and the corresponding sponsorship package has been assigned will be liable to a 100% cancellation fee.

Administration fees/invoicing changes

Invoices will be addressed according to the invoicing data provided by the sponsoring company. Please note, if a billing change is requested (i.e. company name change or address change), an administration fee of 70 EUR (excluding VAT) will be charged to the company.

Indebtedness

Payments not received by the first day of the start of the ESMO Breast Cancer 2025 will be subject to a 10% penalty fee on the total sponsorship investment.

Refunds

Any refunds of deposits paid will be made after the ESMO Breast Cancer 2025 but not later than the **13 December 2025**. The sponsoring company will not be entitled to any interest that the organiser may have derived from deposits made. All bank charges, including sender's and receiver's charges, resulting from a refund related to cancellation or reduction of sponsorship will be at the charge of the sponsoring company.

Data Protection and Sharing of Contact Details

All data provided during the application process may be used (saved, stored, processed, transmitted, shared and deleted, but not modified) to allow the processing and execution of the Application(s). This data may be shared with our contractors to the extent necessary to ensure the organisation of the ESMO Breast Cancer 2025.

Postponement or Abandonment

ESMO reserves the right to postpone the event, including if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the ESMO Breast Cancer 2025 or any of its parts, ESMO cannot be held liable for any costs, expenses and damages (including, but not limited to direct or consequential damages, loss of opportunity, loss of use, or loss of revenue or profit) incurred in connection with the postponement or abandonment.

Unexpected cancellation of the event: ESMO reserves the right to cancel without notice or compensation the ESMO Breast Cancer 2025 in the event of force majeure cases (e.g. any acts of God, strikes, labour disputes, epidemics, pandemics, riots, fires, flood, terrorist attacks, governmental actions and regulations, damages or other fatal occurrences). In such cases, ESMO is not liable for failure to perform any obligation hereunder but will

reimburse any payments received from the sponsoring company less any costs incurred while preparing the event.

Limitation of Liability of ESMO and Warranties

ESMO shall not be liable for any damages, dispute or injury arising out of or in connection with the performance of this Agreement unless caused by willful act, gross negligence of an employee, director, representative or contractor. Nor shall ESMO be liable to the sponsoring company for any indirect or consequential loss, damages, claims or demands arising out of this Agreement, including without limitation any economic loss or other loss of income, profits, business, opportunity, reputation or goodwill.

ESMO gives no warranties in respect of any aspect of the ESMO Breast Cancer 2025 or any materials related thereto or offered at the ESMO Breast Cancer 2025 and, to the fullest extent possible disclaims all implied warranties, including but not limited to warranties of fitness for a particular purpose, accuracy, timeliness, and merchantability. The ESMO Breast Cancer 2025 is provided on an "as-is" basis. The views, opinions, and positions expressed by the speakers, attendees, or sponsors at the ESMO Breast Cancer 2025 are theirs alone and do not necessarily reflect the views, opinions, or positions of ESMO or any employee thereof. The ESMO Breast Cancer 2025 makes no representations as to accuracy, completeness, timeliness, suitability, or validity of any information presented by speakers, attendees, or sponsors at the ESMO Breast Cancer 2025 and will not be liable for any errors, omissions, or delays in this information or any losses, injuries, or damages arising from its display or use. ESMO does not endorse, and expressly disclaims all liability relating to, any of the products or services provided by speakers, attendees, or sponsors.

Connectivity or Technical Issues

ESMO specifically disclaims all responsibilities for the unavailability of the ESMO Breast Cancer 2025 website due to unexpected condition and/or problems attributable to a third party's network operators or Force Majeure. The sponsoring company acknowledges that it is its responsibility to ensure a secure and stable internet connection, compatible operating system requirements and that its web browser is up to date in order to avoid connectivity or other technical issues when participating at the ESMO Breast Cancer 2025. ESMO will use its best efforts to provide access to the ESMO Breast Cancer 2025 through third party channels. In the event that the participant encounters connectivity issues due to a weak internet connection, incompatible operating system requirements or inappropriate web browser settings, the participant acknowledges that ESMO is not liable.

Bankruptcy or Liquidation

In case the sponsoring company becomes bankrupt or enters into liquidation other than for the purpose of restructuring or merger, or has a receiver appointed, ESMO shall be at liberty to terminate immediately the contract with the sponsoring company, to cancel the allocation of sponsorship product(s)/service(s) to the company and to forfeit all sums paid by the company.

Security and Insurance

Neither ESMO nor its affiliates shall be liable for any direct, indirect, special, incidental, or consequential costs, damages or losses arising directly or indirectly from the ESMO Breast Cancer 2025 or other aspect related thereto.

The sponsoring company/exhibitor shall indemnify ESMO and its contractors to third persons, as a result of any act or omission of the company, its staff, agent or personnel hired on a temporary basis.

As ESMO and its contractors will accept no responsibility for any of the foregoing matters, the sponsoring company should affect his/her own insurance against any risk of loss due to theft or negligence, damage, injury or liability. The sponsoring company agrees not to pursue ESMO for any previously listed risks.

Enforcement of Rules

Applies equally to all. All companies investing in sponsorship at the ESMO Breast Cancer 2025 must comply with all rules and policies established by ESMO.

Violation Procedure

The procedure for policing and enforcing the violation is as follows:

When noticing a violation, ESMO staff will ask the company to correct the situation according to the applicable regulations.

If the company refuses to comply, ESMO staff will report alleged violations to the Congress Committee. After considering the available evidence, a representative of the relevant sponsoring company will be invited to present the company's view, after which the Committee will give its opinion.

This will be confirmed in writing after the ESMO Breast Cancer 2025. Appeals may be made to the ESMO Management.

Penalties

- First violation: No accrual of points for the year.
- Second violation: No accrual of points plus the loss of all accrued points to date.
- Third violation: No right to participate at the next ESMO event.

Claims Procedures, Place of Performance and Jurisdiction

All claims by the company booking any sponsorship product(s)/service(s) against ESMO must be in writing.

The maximum time lapse is 1 month from the closure of the ESMO Breast Cancer 2025.

Agreements which deviate from these conditions or from the supplementary regulations must be in writing; facsimile signature suffices. The contract is governed exclusively by Swiss law; the English text is authoritative.

Non-smoking policy

The ESMO Breast Cancer 2025 is a non-smoking event.

Final Clause

In cases not covered by the regulations in these Industry Guidelines, ESMO interpretation shall be final.