

2025 **ESMO GYNAECOLOGICAL CANCERS**

Annual Congress

VIENNA AUSTRIA
19-21 JUNE 2025



ONSITE EXHIBITION MANUAL

IMPORTANT DEADLINES:

- | | |
|----------------------|---|
| 14 April 2025 | Submission of the booth layout |
| 14 April 2025 | Orders of additional services (without surcharge) |
| 28 May 2025 | Exhibitor registration & Working passes |

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Attachments:

- ***ACV - “Fire and Safety Regulations” document***
- ***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***

1) CONGRESS VENUE

1.1. VENUE ADDRESS

Austria Center Vienna - ACV
 Bruno-Kreisky-Platz 1
 1220 Vienna, Austria
 Web: <https://www.acv.at/en/>

1.2. ACCESS TO LOADING AREA

Vehicle access to the loading area of Hall X1 is via Leonard-Bernstein-Straße.



Please note: All vehicles for direct-delivery/pick up on set-up and dismantling must be registered - please submit the completed “TIMESLOT REQUEST FORM” to FAIREXX - this is obligatory!

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.

2) IMPORTANT ADDRESSES

2.1. EXHIBITION MANAGEMENT & EXHIBITOR REGISTRATION

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

Contact: Sophia Skibicki & Veronica Näslund
Phone: +43 1 536 63 + direct ext. 74 & 72
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 Tuesday, 17 June 2025, the Exhibitors Service Desk at ACV will be open and from this time on you can contact us on our mobile phone numbers:

Sophia Skibicki: +43 660 114 63 31

Veronica Näslund: +43 664 916 84 20

2.2. CONGRESS MANAGEMENT

ESMO Head Office
Via Ginevra 4
6900 Lugano, Switzerland

Organisation		
Alessia Mora	gynae@esmo.org	+41 (0) 91 973 19 46
Monja Chiesa		
Scientific Programme		
Federica Figerio	programme@esmo.org	+41 (0) 91 973 19 38
Costanza Ceroni		
Registration Management		
Registration Team	registration@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

Kuoni Tumlare Congress
E-mail: gynae2025@kuonitumlare.com

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

FAIREXX - Logistics for Exhibitions GmbH
Marienstrasse 28, 12207 Berlin, Germany

Phone: +49 30 44 03 47 11
E-mail: esmogynae2025@fairexx.com

Address for Onsite Deliveries:

Austria Center Vienna
ESMO Gynaecological Cancers 2025
Fairexx Logistics GmbH
Bruno Kreisky-Platz 1
1220 Vienna, Austria

Notify: *ESMO Gynaecological Cancer 2025 Exhibition / Exhibitors Name / ACV/X1 / Stand Number*

2.5. CATERING FOR EXHIBITION STANDS

Coffee breaks and lunches are provided by ESMO as part of the registration fee. However, the exhibitors can offer additional catering but it must be organised through the exclusive catering company MOTTO Catering.

Coffee Machines and Baristas do not have to be organized through MOTTO Catering.

MOTTO CATERING GmbH
Contact: Astrid Poeckh
Phone: +43 1 585 23 03-45
E-mail: a.poeckh@mottogroup.at

The link to the catering webshop of MOTTO Catering will be provided with the online order forms for additional services. In the meantime, please contact them directly in case of questions about catering services.

2.6. LEAD SYSTEM / BADGE SCANNER

CTI Meeting Technology GmbH
Nussdorferstraße 20/22, 1090 Vienna, Austria

Contact: Tamara Dworschak
Phone: +43 1 319 69 99-0
E-mail: leadssystem@ctimeetingtech.com

3) TIME SCHEDULE

3.1. EXHIBITION

Set-up	
Tuesday, June 17	08:00-18:00
Wednesday, June 18	08:00-18:00

VERY IMPORTANT: Removal of waste (packing material, boxes, plastics, pallets, construction waste, carpet, etc.) is not included. Every exhibitor / stand builder must take care of their waste removal.

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

Exhibition Area Hours	
Thursday, 19 June	09:30-17:30
Friday, 20 June	09:30-17:00
Saturday, 21 June	09:30-14:30

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 the venue do not take any responsibility for valuables or material left on the stand.

Dismantling	
Saturday, 21 June	15:00-21:00 (loading must be done by 22:00)

ATTENTION! Please note that the loading area is only accessible until 22:00 and that all vehicles must leave by then due to night-time noise regulations.

In addition, please note that there is a weekend driving ban for lorries throughout Austria. Further information on lorry driving bans can be found here:

<https://www.asfinag.at/en/traffic-road-safety/hgv-bus/lorry-driving-and-overtaking-bans/>

3.2. EXHIBITION SERVICE DESK - opening hours

Exhibitors Service Desk - opening hours*	
Tuesday, 17 June	08:00-18:00
Wednesday, 18 June	08:00-18:00
Thursday, 19 June	08:00-18:00
Friday, 20 June	08:30-17:00
Saturday, 21 June	08:30-20:00

**Times are subject to changes.*

3.3. EXHIBITION REGISTRATION - opening hours

Exhibitors Registration Desk - opening hours*	
Wednesday, 18 June	16:00 - 18:00
Thursday, 19 June	07:30 - 18:00
Friday, 20 June	08:30 - 17:00
Saturday, 21 June	08:30 - 15:30

**Times are subject to changes.*

3.4. COFFEE BREAKS AND POSTER LUNCHES

Coffee Breaks and Poster Lunches*	
Thursday, June 19	10:15-10:45 / 12:00-12:45 / 15:30-16:00
Friday, June 20	10:15-10:45 / 12:40-13:30 / 16:00-16:30
Saturday, June 21	10:15-10:45 / 12:00-12:45 / 14:00-14:15

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

4) EXHIBITOR REGISTRATION & FULL REGISTRATIONS

4.1. EXHIBITOR BADGES

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:

<u>46 - 66 sqm:</u>	20 Exhibitor badges
<u>25 - 45 sqm:</u>	15 Exhibitor badges
<u>13 - 24 sqm:</u>	10 Exhibitor badges
<u>9 - 12 sqm:</u>	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 sponsorship package and return it by e-mail to: esmomeetings.exhibition@maw.co.at by **28 May 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. 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-gynaecological-cancers-congress-2025/registration>

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 fully 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 **28 May 2025**.

5) VENUE SPECIFICATIONS

5.1. VENUE SPECIFICATIONS / IMPORTANT INFORMATION

Austria Center Vienna - ACV

Exhibition hall:	Hall X1
Hall height:	4.50m (in some areas only 3.60m, further info on request)
Max. stand building height:	3.50m
Max. permissible surface load:	500kg per sqm
Floor:	Asphalt with grey sealing on top

ACV Rules & Regulations:

General Information

In Halls X1 power supplies and other utilities are supplied to stands via the ceiling, from the hall walls or along the pillars.

Tape used to fix carpet must be fully removable. If tape is used that is not fully removable or leaves traces, additional cleaning costs will be incurred.

Please find here a recommendation for a suitable tape:

3M™ Double Coated Tape 9195 (Producer: 3M Company) or **ORABOND® 1362** (Producer: ORAFOL Europe GmbH)

Oil, grease, paint and similar substances must be removed from the floor immediately. The hall floor may not be painted or drilled, nor may anything be stuck to it which is not completely removable. All additional costs for any kind of contaminations will be charged to the contractual partner upon actual expenditure.

ACV Fire and Safety Regulations

The ACV Fire and Safety Regulations document includes important information and regulations for the minimum requirements for decorations and materials at events at Austria Center Vienna. The document can be found as attachment to the Onsite Exhibition Manual.

Please note that every exhibitor as well as their agencies/stand builders/subcontractors must read and comply with the regulations.

Night-time noise regulations

Please make sure everyone's attention is expressly drawn to the need for the Contractual Partner, Exhibitors and other Suppliers to comply strictly with the night-time noise regulations.

Noise restrictions generally apply between 10pm and 6am. All outdoor loading activities on the ACV premises must be done/completed before/after 10pm/6am.

Stand assembly guidelines

All entrance and exit doors to the halls, including emergency exits, escape routes, passageways, staircases, etc., must be kept free and unobstructed at all times in their complete width. Fire safety equipment such as portable fire extinguishers, fire alarms and hydrants must be visible and accessible at all times. Fire safety equipment may not be obstructed or enclosed by structures.

Stands may be constructed using the exhibitor's own materials, as described in section 6.12 of the General Terms and Conditions of Contract. It is not permitted to drill, insert screws or hammer nails into the building's walls, ceilings, floors or pillars. Stands and exhibits may not impose loads on walls, pillars, windows or doors, nor may adhesives be used on these features of the building.

The hanging of lightweight suspended ceilings, advertisements, banners and light fittings, etc. is not possible in all exhibition areas, and is only permitted subject to written request and approval by Austria Center Vienna. The necessary wall or ceiling mounts for hanging such items must be installed by Austria Center Vienna staff. The exhibitor or organizer shall bear the costs incurred.

Pillars may be covered up to the maximum permitted construction height, if they are not damaged in the process. Combustible materials such as jute, crepe paper, cardboard, corrugated cardboard, reed mats or flammable plastics may not be used to construct or cover stands, or for decorative purposes. All items brought onto the premises must comply with the applicable fire safety regulations. Special protective measures must be taken in the aisles of the exhibition space, during build-up and breakdown, or otherwise special care must be taken to prevent damage to floors. Wood cutting and shaping tools must have dust collector bags. Painting and wallpapering is only permitted in the exhibition halls if the floors are first covered using PVC sheeting or any other protective material.

Excerpt of section 6.12 of the General Terms and Conditions

Assembling and furnishing exhibition stands:

- The exhibition space assigned to the exhibitor or contractual partner by IAKW-AG is provided without (supply) facilities or any other equipment. The exhibitor or contractual partner is responsible for assembling, equipping and furnishing the stand at their own discretion abiding by all stipulations and security regulations applicable at ACV.
- All exhibitors or contractual partners are obliged to obtain information regarding the location and dimensions of fixtures, particularly fire alarms, distribution boards, water supply and drainage, pillars, etc. and, if applicable, share this information with the stand builder on site once they have been assigned an exhibition spot.
- It is prohibited to drill holes into or affix screws and nails to the building's walls, ceilings, floors or pillars. Exhibition stands or exhibits must not be affixed to or lean on walls, pillars, windows or doors. Provided that no damage is incurred in the process, pillars can be covered up to the permissible construction height.
- Spaces created through the arrangement of fixtures (exhibition stands, partitions, picture walls, etc.) that guests may not access must be kept accessible to supervisors and must not be used as storage space.
- Setting up pavilions or similar constructions in the rooms and on the premises of ACV is only permitted if a respective building permit has been obtained. Before submitting a respective application to the authorities, the available space, construction and design of such objects must be agreed upon with IAKW-AG.
- Changes to the construction or other parts of the exhibition stand and other operational measures decreed by the respective authority in the course of a legally stipulated inspection in the interest of public safety must be implemented by the exhibitor or the contractual partner without delay and before the start of the exhibition (at the latest by the date of the next inspection by the authorities).
- Stand constructions for which no permit has been obtained or that do not satisfy the technical guidelines are not permissible and must be removed or changed. IAKW-AG is not liable for the safety of the design, furnishings or construction of exhibition stands.

Utilities

Special requirements for electrical or water connections etc. can only be met where permitted by the official regulations and the technical services in the exhibition halls. Such services shall be provided at the exhibitor's expense. Requests must be made in writing. The installation of all such connections requires Austria Center Vienna's permission, and may only be undertaken by skilled personnel employed by Austria Center Vienna, or by approved Austria Center Vienna specialist subcontractors on behalf of and for the account of the exhibitor. No changes to such connections by the exhibitor are permitted. The exhibitor must comply with the rules and regulations of the Austria Center Vienna and the electricity or water companies etc.

Austrian safety regulations must be complied with. Infringements of regulations will result in the immediate disconnection and removal of the connection, and the exhibitor shall not be entitled to claim damages. A three-phase power supply with approx. 3 x 400/230V and alternating current with 230V and 50Hz frequency with TN earthing are available. There are residual current circuit breakers in the exhibition halls. Austria Center Vienna shall not be liable for any loss or damage resulting from technical defects. In the event of non-compliance with these regulations and instructions Austria Center Vienna may, after expiry of due notice given for remedy of the breach, make any improvements or modifications it deems necessary, at the exhibitor's expense.

Connection to electricity supply

To provide any power connection the type of connection required should be indicated on the order form, and all the connections required for electrical devices, lighting, etc. should be listed. To make sure that power connections are available at the right locations, a dimensioned plan must be provided together with the order form, indicating the required position and connections on the service sheet for the technical layout. If no exact position was received the connections will be prepared to the electrician's best knowledge. If there are changes of the positions afterwards, they will be charged upon actual expenditure. Electrical installation work can be ordered from our external partners or from a licensed electrical firm of the exhibitor's choice, which must submit a report on the electrical wiring installed („Elektrobefund VD 390“) upon request to the Austria Center Vienna staff on the last assembly day at the latest (see House Rules & Regulations), including details of all connections installed. Please note that all stand builders are obliged to install the earthing for all metal objects etc. according to the valid regulations. The ACV electricians will do visual checks for the earthing and other potential sources of error as well and if there is not a proper installation it will be pointed out to the stand builder. If the stand builder does not have the possibility to readjust their installation or conduct proper repair work the ACV electricians are obliged to install the earthing or switch off the electricity for the particular stand, which will be charged upon actual expense. The installation of the earthing must be completed before the exhibition officially opens.

Water

Water connections are only available at a selected number of locations. The requested position must be announced well in advance and must be approved by the Austria Center Vienna. Please send your request to the Exhibition Management MAW as soon as possible.

Water pipe installations to and from the service pipes may only be carried out by employees of the Austria Center Vienna.

The fresh water is a ½“ pipe/hose and a cutoff valve, also ½”. The waste water is a 40mm/ 1“ plastic pipe/hose. ACV has their own pumps which they install/connect with the pipes. ACV cannot guarantee a certain pressure for each stand - the whole system pressure is 4-6bar. Depending on the number of stands ACV can evaluate a possible pressure, but not guaranteed as well. ACV cannot guarantee a single/dedicated line since they have an overall common supply system for the exhibition halls.

Damage and Insurance

No part of the premises may be damaged or disfigured in any way. Should any damage occur, the exhibitor will be invoiced for the costs of repairs. We highly recommend that Exhibitors acquire sufficient insurance, such as public liability insurance covering all injuries to persons and damages that might occur in connection with the exhibition. It is also recommended that exhibitors take out additional coverage against loss or damage to exhibition materials during transportation and during the exhibition itself. Austria Center Vienna shall not be liable for any loss or damage to exhibition materials.

Smoking Ban

Smoking is prohibited in all indoor areas of the Austria Center Vienna, including private areas of exhibition space.

Flammable Products

Notification of the handling and installation of flammable products should be given well before the event. This must be submitted in writing, quoting the name of the event and the stand number, to the exhibition organizer or directly to Austria Center Vienna. The storage and use of compressed gas and/or liquid gas in the exhibition halls or elsewhere on the premises is not allowed. Balloons filled with gas (except Helium) are not permitted on all premises of the Austria Center Vienna. Welding and spraying work within the confines of the exhibition premises is prohibited. Only fireproof adhesives may be used for glue work within the exhibition premises.

Emergency Exits

Escape routes and emergency exits (indoors and outdoors) should be kept free of any obstruction and kept in full view at all times. Fire safety signs, emergency alarm buttons, emergency exits and exit signs may not be covered by any products/company signs, decorations or stand roofs.

Goods not allowed

The following goods are not permitted on the premises of the Austria Center Vienna:

Goods causing nuisance by their smell or otherwise, or appliances emitting objectionable noises or radiating disturbing light; any hazardous objects that have not been mentioned in the stand construction design but have been introduced by the exhibitor.

Wireless communication devices (walkie-talkies, handheld microphones, etc.) may be used as long as they do not interfere with Austria Center Vienna's technical services or appliances. Exhibitors wishing to use these devices must include the brand name and frequencies to be used when submitting their stand design for approval.

6) STAND BUILDING RULES

6.1. STAND BUILDING RULES

The safety and stability of the booth construction and all used material is the sole responsibility of the exhibitor and their stand building company. Neither ESMO nor MAW nor the venue take any responsibility for any damages or accidents caused by exhibition stands. It is the responsibility of the exhibitor and their 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.
- 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.
- 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.
- Exhibition stands must be staffed at all times during the hours of exhibition. The exhibition areas are to be used only during the specified opening hours.

All exhibitors have only booked floor space 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 stand building rules and submit the stand drawings) until 14 April 2025 at the latest to esmomeetings.exhibition@maw.co.at.

6.1.2. STAND BUILDING HEIGHTS

Standard stand building height:	2.5 m
Maximum stand building height:	3.5 m

The height of platforms/raised floors must always be included in the maximum stand building height.

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. SUSPENSION FROM THE CEILING

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

6.1.5. SUBMISSION OF CONSTRUCTION PLANS / STAND DESIGN

Please provide the following documents per email 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: 14 April 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.

6.1.6. 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 2.00m. 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.

6.1.7. 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 have to set 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 1.50/2.00m 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.

6.1.8. FIRE CERTIFICATES AND FIRE SAFETY MEASUREMENTS

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 also refer to the venue regulations as well as the “ACV Fire and Safety Regulations” document of Austria Center Vienna, which can be found as attachment to the Onsite Exhibition Manual, for further detailed information and regulations.

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.

6.1.9. RAISED FLOORS, STAIRS AND RAMPS WITHIN EXHIBITS

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

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 Gynaecological Cancers 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, Austrian and European law, where applicable.

7.2. INSURANCE

The exhibitor and or their 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 Gynaecological Cancers Congress 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 Austria.

2. Duration of the exhibition

The exhibition will be open from Thursday, 19 June to Saturday, 21 June 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 Gynaecological Cancers Congress 2025 educational and scientific programme are subject to the ESMO Gynaecological Cancers Congress 2025 Secretariat approval. Clear identification of the organizers, purpose, targeted participants and the full programme must be submitted for approval to the ESMO Gynaecological Cancers Congress 2025 Secretariat (gynae@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 Gynaecological Cancers Congress 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 Gynae Cancers 2025 Team (gynae@esmo.org) will provide the ESMO Gynaecological Cancers Congress 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 Austria. 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 gynae@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 Gynaecological Cancers Congress 2025 Secretariat. However, if produced, the content must follow the same rules defined in the [ESMO Gynaecological Cancers Congress 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 Gynaecological Cancers Congress 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 Gynaecological Cancers Congress 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 Gynaecological Cancers Congress 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 7). Further exhibitor badges are available via the registration template. 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 Gynaecological Cancers Congress 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 Gynaecological Cancers Congress 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 Gynaecological Cancers Congress 2025 Exhibitor Manual. Any aspect that is not covered in the ESMO Gynaecological Cancers Congress 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 4.

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 Gynaecological Cancers Congress 2025 educational and scientific programme provided they do not involve groups larger than 25 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 Gynaecological Cancers Congress 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 Gynaecological Cancers Congress 2025 Secretariat. The ESMO Gynaecological Cancers Congress 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 Gynaecological Cancers Congress 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 Gynaecological Cancers Congress 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 Gynaecological Cancers Congress 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 Gynaecological Cancers Congress 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 Gynaecological Cancers Congress 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 email. 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 Gynaecological Cancers Congress 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 Gynaecological Cancers Congress 2025 but not later than the **12 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 Gynaecological Cancers Congress 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 Gynaecological Cancers Congress 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 Gynaecological Cancers Congress 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 Gynaecological Cancers Congress 2025 or any materials related thereto or offered at the ESMO Gynaecological Cancers Congress 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 Gynaecological Cancers Congress 2025 is provided on an “as-is” basis. The views, opinions, and positions expressed by the speakers, attendees, or sponsors at the ESMO Gynaecological Cancers Congress 2025 are theirs alone and do not necessarily reflect the views, opinions, or positions of ESMO or any employee thereof. The ESMO Gynaecological Cancers Congress 2025 makes no representations as to accuracy, completeness, timeliness, suitability, or validity of any information presented by speakers, attendees, or sponsors at the ESMO Gynaecological Cancers Congress 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 Gynaecological Cancers Congress 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 Gynaecological Cancers Congress 2025. ESMO will use its best efforts to provide access to the ESMO Gynaecological Cancers Congress 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 Gynaecological Cancers Congress 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 Gynaecological Cancers Congress 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 Gynaecological Cancers Congress 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 Gynaecological Cancers Congress 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 Gynaecological Cancers Congress 2025 is a non-smoking event.

Final Clause

In cases not covered by the regulations in these General Terms and Conditions, ESMO interpretation shall be final.