Exhibitor FAQ

1. Welcome for Sponsors and Exhibitors

The European Neuroendocrine Tumor Society (ENETS) welcomes exhibitors and sponsors to its 17th Annual ENETS Conference. We expect more than 1,500 participants to attend the 2020 conference, who represent every medical discipline related to the diagnosis and treatment of neuroendocrine tumor disease (NET) and include gastroenterology, oncology, endocrinology, nuclear medicine, pathology, radiology and surgery. Physicians, nurses and researchers alike attend ENETS Annual Conferences and thus the conference program has been designed to present the most current advances in NET disease research.

Please find below all necessary information for sponsors and exhibitors.

Please contact the ENETS office at info@enets.org for any further questions or requirements.

2. Exhibitor Benefits

The Exhibitors benefits are as follows:

- Access to all conference participants (physicians and clinicians) seeking current information on your products and services
- Exhibitor listing in the Conference Website
- Exhibitor listing in the Conference APP
- Booth listing in ENETS conference program (non-scientific part: sponsors & exhibitors)
- FREE participation in the ENETS Welcome Reception on Wednesday, 11 March 2020, 17:30 – 18:30, foyer on first floor

3. Annual Conference Participation - Statistics 2019

1,559 participants from 59 countries attended the 16th Annual ENETS Conference in 2019:
4. Booth Prices

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-square meters, commercial booth</td>
<td>€ 3,500</td>
</tr>
<tr>
<td>Start-up Companies (Requirement: less than two years since establishment)</td>
<td>€ 1,000</td>
</tr>
<tr>
<td>(excludes furnishing, electricity and any other conference center rentals)</td>
<td></td>
</tr>
<tr>
<td>Table, non-profit organization (ENETS allocates table and all delegates must register online for the conference)</td>
<td>Free, but must register by 21 January 2020 at the latest</td>
</tr>
<tr>
<td>Exhibitor registration (excludes access to plenary room/scientific sessions)</td>
<td>€ 250 per booth exhibitor (lunch and coffee breaks included).</td>
</tr>
<tr>
<td>All exhibiting staff must register online via the ENETS website.</td>
<td></td>
</tr>
<tr>
<td>Set-up crew workers</td>
<td></td>
</tr>
</tbody>
</table>

All booths must conform to a 12-square-meter area, i.e. 4m wide x 3m deep. Exhibitors may either ship or bring their own booth or can rent one from the CCIB.

The exhibition hall is not carpeted, carpet is not mandatory. Furniture rental, booth infrastructure and carpeting can be purchased separately from the CCIB conference venue. Furniture / decorative rental items can be rented from the CCIB via ENETS. The rental catalogue can be sent to you upon request (info@enets.org).

5. Registration and Payment / Cancellation Policy

Please note the following non-negotiable registration deadlines for all participants of the 17th Annual ENETS Conference 2020:

https://enetsconference.org/registration.html

Exhibitors need to register for the conference online via the ENETS website. Online-registration will open on 1 September 2019.

Information must include the following:

- Exhibitor first and last name
- Country of exhibitor
- Exhibitor company name and email

6. Registration for Exhibitors Booth

Please note that conference sponsors are given priority for location of their exhibition booth space. If your company does not plan to sponsor the conference, but would like to have a booth, the ENETS Office must receive your company’s request by no later than 21 January 2020.

Exhibitors will receive confirmation of their exhibit space within seven days of the space assignment. Applications received after 21 January 2020 will be assigned on a space-available basis only in order of the date received.

Registration for a booth must be made via email to info@enets.org. Within one week of confirmation an invoice will be sent to the company.

7. Advocacy group exhibitor fees

Only registered non-profit organizations are eligible to exhibit at the ENETS Annual Conference without paying the exhibit fee. The exhibit spaces will be assigned by ENETS in a "non-profit section" with a simple booth structure. Carpeting and additional lighting can be provided but will be separately charged. The ENETS Office must receive your non-profit request and conference registration(s) by no later than 21 January 2020.

Exhibitors with non-profit status are exempt from the conference registration fee (max. 2 free registrations per
organization, no access to scientific sessions), but MUST still register. Advocacy exhibitors will receive confirmation of their exhibit space within seven days of the space assignment. Applications received after 21 January 2020 will be assigned on a space-available basis only in order of date received.

8. Spanish and Catalan laws, regulations and ordinances

ENETS expects all exhibitors and sponsors to familiarize themselves with – and of course abide by – all current relevant Spanish and Catalan laws, regulations and ordinances governing the advertising of medicines to health professionals.

9. Use of the ENETS logo

ENETS does not loan out its logo for commercial purposes, including giveaways. If you have more questions related to this matter, please contact the ENETS Office.

In case ENETS has approved of loaning the ENETS logo, please read the ENETS logo branding guidelines.

10. Registration and material pick-up

Onsite Registration and material pickup is possible at the ENETS registration desk, ground floor, CCIB at the following dates and times:

- Monday, 9 March 2020 14:00 - 18:00
- Tuesday, 10 March 2020 08:00 - 17:30
- Wednesday, 11 March 2020 08:00 - 17:30
- Thursday, 12 March 2020 07:00 - 17:30
- Friday, 13 March 2020 08:00 - 16:00

11. Blackout times for ENETS 2020 ancillary meetings

Exhibitors and sponsors may not hold satellite events during the defined “blackout” times unless approved by ENETS. ENETS will strictly enforce this policy. The blackout times for ENETS 2020, which correspond to the conference programme, are as follows:

**Tuesday, 10 March 2020** 13:30 - 18:00
**Wednesday, 11 March 2020** 08:30 - 12:30 and 14:00 - 18:30
**Thursday, 12 March 2020** 08:30 - 13:00 and 14:30 - 17:45
**Friday, 13 March 2020** 08:30 - 12:40 and 14:10 - 15:35

ENETS also prohibits marketing research and marketing events from being conducted during the Annual Conference. ENETS encourages pharmaceutical companies to observe phRMA guidelines in determining how to interact with delegates at the Annual Conference. Specific questions related to marketing activities should be directed to the ENETS Office.

12. Shipping in advance / Delivery / Storage

The CCIB does not store materials for exhibitors on-site. Instead, all exhibitors needing to ship booth materials are required to contract with the freight forwarding company **RESA International**. The contact for this is Mr. Jorge Reina: operations@resainternacional.com. Phone: +34 93 233 4743. RESA will store the materials and then deliver them to the CCIB. Exhibitors are encouraged to ship all displays such that materials are on-site by Saturday, 7 March 2020, 10:00 for set-up.

In early February 2020, ENETS will ask all exhibitors to send their contact details with reference to shipping information and amount of materials they plan to send to the conference venue. All materials must be clearly marked **ENETS ANNUAL CONFERENCE 2020** and all postage must be paid for.

**Exhibition material arriving on 9 March 2020**, when the booth is to be installed, must be unloaded in the exhibition zone in the presence of the consignee. Neither ENETS nor the CCIB will accept materials for installation,
i.e. an exhibitor representative must be on hand for this. Exhibitors will also be asked to identify the people who will be present during the conference exhibition. The exhibitor contact should present him- or herself at the conference registration area, on the ground floor of the CCIB, prior to installing the exhibit and to receive the exhibitor and crew badge(s). If your company is contracting with RESA for shipments to be picked up post-conference, all material to be shipped must be properly packed and labeled and all relevant dispatch documents must be filled out, before being given over to the conference reception area.

13. Installation / Dismantling

Exhibitors should **plan on setting up their booths on 10 March 2020, between 8:00 and 20:00.** This means that if any exhibit material is needed for the assembly, exhibitors should ensure that all material is received at the CCIB by then. The CCIB prohibits the use of glue, sticking tape of any kind, nails, screws, etc. to attach panels, signs, posters or other materials onto doors, windows, columns or pillars and in general any item of furnishings belonging to the Center, nor does it allow for any kind of floor coverings other than what is already in place at the Center. Fire hoses, fire call points and emergency exits must be kept clear within 1.5 meters. The Center allows for carpets or mats to be used provided they are simply placed on the ground and are not fitted by any means whatsoever. Carpets and mats should be kept in place by adhesive tape that can be easily removed while dismantling the exhibition stand. All adhesives must be fire-proof. Stands including metal structures must be properly “earthed”.

**Dismantling** will take place on **13 March 2020** after 16:30 until 23:59. Exhibitors should plan to have their materials shipped promptly following the end of the conference.

The exhibit area must be cleared following the conference and must be left clean and free of waste material. Areas left unclean after the conference will be cleaned by the conference staff and this service will then be billed to the exhibitor via ENETS. CCIB staff cleans the exhibitor’s area **excluding the booths** every evening from the time the area is set-up until it is dismantled.

Exhibitors who wish extra cleaning services, such as having their booths vacuumed, must order this separately from the CCIB. If trash bins are placed in the general area, i.e. outside of the booth, the bins will be emptied.

14. Special regulations

ENETS reserves the right to control and prohibit any exhibit or part of any exhibit that it considers unsuitable or not in keeping with the nature of the ENETS conference. Distribution of cards, advertisements or other commercial exhibit material is expressly prohibited in areas outside of the exhibit area. Exhibitors will not be allowed to use strolling advertisements nor are they to hold prize contests, either in the exhibit hall or in connection with the meeting. Megaphones or loud speakers are also prohibited. Exhibits cannot obstruct the view of other exhibits. The maximum allowed height is 3.50 m.

15. Food and Beverages

Registered exhibitors are entitled to food and beverages ordered and provided by ENETS during the coffee breaks and lunches. The CCIB does not allow conference organizers and, as such exhibitors or any third parties, to bring in food and beverages from outside the conference venue. Please send your catering orders directly to CCIB: Myriam Muñoz Project Manager - CCIB F&B, myriam.munyoz@fbccib.es, T. +34 933561360.

16. Advertising submission and distribution

Exhibitors may choose, at their own cost, to send paper advertisements to the conference center with the intention that these advertisements to be placed at their booths only.

The ENETS Office must be notified and information of this must include samples of advertising material, and also information regarding the number of shipped boxes you will be **shipping by 21 February 2020.**

Conference bags will be packed on **Monday, 9 March 2020 at 10:00,** so all advertising must be received at the CCIB by then.

**Exhibitors are allowed to distribute brochures/advertisements and hang posters ONLY in their stands.**
All forms of advertising outside the exhibitors’ stands are strictly forbidden. The planned attendance at the Barcelona conference is approximately 1,500.

17. Security

Security, logistics, general cleaning and first aid services are covered by ENETS in the rental fee paid to the CCIB. These services are based on the conference timetable, conference set-up and dismantling times, the number of attendees, and the number of escalators used. If exhibitors wish additional services, these must be ordered directly via the project manager at the CCIB at stands@ccib.es.

18. Liability

ENETS requests and advises that exhibitors carry liability insurance. The CCIB bears no responsibility for any damage, to include theft, fire, water damage or leakage, breakage, destruction or civil liability.

19. Barcode Scanners

Exhibitors can rent barcode scanners for the conference, which can be used to read the name tags of delegates that visit your booth. The cost is € 200 (excluding VAT) for a three-day rental. To inquire about this service, please contact info@enets.org.

20. Exhibit Times

Exhibitors should check the conference program and tailor their exhibit times to it, being mindful of the blackout times listed above. Please note in particular that we advise all exhibitors to check the ENETS conference website regularly for changes and updates to the conference program and logistics.

21. CCIB Fire Regulations

The CCIB has strict and specific fire regulations and fireproof exhibition materials. All exhibitors are required to read the rules and general regulations of the CCIB and refer to http://www.ccib.es/home.

Any damage caused at/to the CCIB will be charged to the exhibitor.

22. Advertisement on Memory Sticks

Should exhibitors wish to have advertisements loaded onto the memory sticks as a PDF (fee applies) handed out to all delegates in a folder named ‘Third Party Material’, the ENETS Office must receive the PDF advertisement by 12 January 2020.

23. ENETS Categories of Sponsorship 2020

ENETS will provide different categories of sponsorship for the 17th Annual ENETS Conference 2020. The categories are depicted here at a glance:

<table>
<thead>
<tr>
<th>Category</th>
<th>Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENETS Conference App</td>
<td>- Recognition of company logo on the ENETS App to participants</td>
</tr>
<tr>
<td></td>
<td>- Option for Platinum Plus, Legacy, Gold Plus, Silver sponsors to have Satellite Symposium Programme depicted</td>
</tr>
<tr>
<td></td>
<td>- The App will provide participants with everything they need to navigate the Conference on their smartphone or tablet</td>
</tr>
<tr>
<td></td>
<td>- Multiple sponsorship allowed</td>
</tr>
<tr>
<td>Tailor-made sponsorship packages</td>
<td>Please contact the ENETS Conference team for further details and send an email to <a href="mailto:info@enets.org">info@enets.org</a></td>
</tr>
</tbody>
</table>

24. Important Deadlines and Dates for the 17th Annual ENETS Conference

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadline for symposia invitations and advertisements (paper and PDF for USB sticks) to be sent to the ENETS Office for approval by the ENETS Executive Committee.</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 September 2019</td>
<td>Online conference registration opens.</td>
</tr>
<tr>
<td>30 November 2019</td>
<td>Early registration fee expires (see ENETS website for details).</td>
</tr>
<tr>
<td>05 January 2020</td>
<td>Deadline for symposia invitations and advertisements (paper and PDF for USB sticks) to be sent to the ENETS Office for approval by the ENETS Executive Committee.</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>--------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>21 February 2020</td>
<td>Deadline to inform ENETS Office as to whether exhibitor will send advertising materials to be included in conference bags (fee applies).</td>
</tr>
<tr>
<td>21 January 2020</td>
<td>Deadline to request exhibit registration for conference.</td>
</tr>
<tr>
<td>10 February 2020</td>
<td>Deadline to cancel exhibition without penalty.</td>
</tr>
<tr>
<td>11 February 2020</td>
<td>Registration fee payment deadline expires, no cancellation refunds beyond this date, no exceptions.</td>
</tr>
<tr>
<td>11 February 2020</td>
<td>Regular registration fee expires.</td>
</tr>
<tr>
<td>15 February 2020</td>
<td>Deadline to send ENETS Office exhibitor shipment details and exhibitor names.</td>
</tr>
<tr>
<td><strong>09 March 2020</strong></td>
<td><strong>10:00 is deadline to have exhibit or symposium advertising on-site at conference venue.</strong></td>
</tr>
<tr>
<td>10 March 2020</td>
<td>Exhibit installation, 8:00 - 20:00</td>
</tr>
<tr>
<td>11 March 2020</td>
<td>Exhibition hall is open, 8:00 - 18:00. Exhibitors have discretion as to when booths are staffed.</td>
</tr>
<tr>
<td>12 March 2020</td>
<td>Exhibition hall is open, 8:00 - 18:00. Exhibitors have discretion as to when booths are staffed.</td>
</tr>
<tr>
<td>13 March 2020</td>
<td>Exhibition hall is open, 8:00 - 16:00. Exhibitors have discretion as to when booths are staffed. Dismantling is scheduled from 16:30 until 23:59.</td>
</tr>
</tbody>
</table>