



# Exhibitor Invite

# 23<sup>rd</sup>

## Annual Meeting of the European Venous Forum

in collaboration with the  
German Society of Phlebology



22-24 June 2023  
Berlin, Germany

For more information, visit: [europeanvenousforum.org](http://europeanvenousforum.org)

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# Welcome address to the 23<sup>rd</sup> European Venous Forum Congress

## Invitation to EVF in Berlin 2023

The European Venous Forum, in collaboration with the German Society of Phlebology are pleased to announce the forthcoming meeting of the European Venous Forum meeting in Berlin in 2023 (June 22<sup>nd</sup> - 24<sup>th</sup>). Berlin is not only the Capital of Germany, but a pulsating city full of contrasts, always worth to be visited! The venue was chosen next to the center of the city – 10 min walk to the Parliament and Brandenburger Tor, places of historical importance for Germany and Europe, where the 2<sup>nd</sup> world war was started, and the Wall between East and West was broken.

As the venue we chose the “Bolle Säle”, ancient rooms, where in the industrialization phase in the last years of 19<sup>th</sup> century milk was delivered by cow carts or little ships and brought to the first modern dairy. Unbelievable social care of the employees: They built a chapel and a party room to allow festivities of the team – official and privately. Providing the external constraints do not change we will have a meeting in person to allow a better discussion and exchange of ideas – in the presenting room, but also joining the industry which supports the event with an exhibition in the wonderful ancient light-flooded dance hall of the dairy.

The Congress hotel is next door, lots of hotels fitting every budget are found in the surroundings.

These historical rooms will give the frame for the presentation of the latest scientific results in phlebology, selected by a strong peer review – providing good discussion time. Didactic sessions covering topics such as new developments of practical phlebology, like CVD as Occupational Disease or the social impact and solutions for phlebological / Lymphological diseases, as well as latest results on superficial vein thrombosis, endoluminal treatments will be presented. In addition, there will be the joint session of the American Venous Forum and the EVF.

A special Highlight is provided by the Key-Note-Lecture of Dr. Tobias Bertsch presenting the latest results in Lipedema investigation and society impact.

On behalf of the European Venous Forum and the president of the Meeting, Erika Mendoza, we would warmly invite you to join this high-level scientific phlebological event.



Erika Mendoza,  
President-Elect, European Venous Forum

[www.europeanvenousforum.org](http://www.europeanvenousforum.org)

23<sup>rd</sup> meeting of the European Venous Forum,  
Bolle Festale,  
Berlin, Germany

# Venue and Congress Information

## Venue, Congress, and Exhibition Information

### Venue Address:

Bolle Festsäle

Alt-Moabit 98,

10559 Berlin, Germany

<https://www.bolle-meierei.com/en/bollefestsaele/>



Main Entrance – Bolle Festsäle

Side Entrance – Albia Road – direct to Exhibition Hall  
(pedestrianized)

Hotel Abion (Conference Hotel)

### EVF Berlin 22-24 June 2023: Scientific Programme Dates

- Scientific Programme Day 1: Thursday 22 June 2023
- Scientific Programme Day 2: Friday 23 June 2023
- Scientific Programme Day 3: Saturday 24 June 2023
  
- Set up: Wednesday 21 June 2023 for Exhibition in Bolle Hall “Festsaal”.  
Stand Set up from 11.00 until 18.00, please contact **Dawn Bond** if further time is required.
- All stands should be completed and ready by 18.00 Wednesday 21 June 2023.
- Timed delivery slots will be allocated for setup of built Exhibition stands.
- Exhibition Stand Breakdown Times; Saturday 24 June 2023: from 14.00 until 19.00.

Ethical MedTech: The congress is ‘Provisionally Compliant’ with Ethical MedTech. A full application is being submitted.

CME Credits: The EVF is applying to the EACCME for CME credits.

Official Language: The official language of the Congress is English.

### Compliance Information Links for Pharmaceutical Companies:

Germany: [FSA](#)

EU: IFPMA/EFPIA/PhRMA: <https://www.efpia.eu/> <https://www.efpia.eu/relationships-code/the-efpia-code/>

AIFA: <http://www.aifa.gov.it/> contact [Cinzia Bonomo](#)

### Congress Information Administrative contact for the EVF:

#### Exhibition Coordinator European Venous Forum

Dawn Bond: [exhibition@europeanvenousforum.org](mailto:exhibition@europeanvenousforum.org)

Mobile: +44 7815075664 | What’s APP +44 7815075664

#### Congress Secretariat contact European Venous Forum

Anne Taft: [admin@europeanvenousforum.org](mailto:admin@europeanvenousforum.org)

Mobile: +44 7702 603398 | Tel: +44 20 8575 7044

[EVF Website](#)

## Exhibition Information

### Exhibition Area

- EVF Exhibition will be located on the second floor in the Hall “Festsaal” at the Bolle Festsäle.
- All delegates will visit the exhibition area for catering and refreshments.
- The charge is for floor space, an electricity point, and the allocated badges.
- Exhibitor badges enables access to Exhibition Hall, refreshments, and lunch, please note **Exhibitor badges allow for exhibition area access ONLY. Extra Exhibitor Badges 450 euros (incl. VAT).** Access to Lectures will be at the EVF Management’s discretion.
- Exhibitor badges will be scanned at the entrance to the event by-event staff. This is purely for analytical and for health and safety reasons and no data is transferred as a result.
- 23 stands are available with various Tiers; see Exhibition plan page 11.
- Four Sponsorship Tiers available - see page 6.
- Free WIFI in Exhibition Hall.



*The EVF Exhibition will be located in the Festsaal Hall, showing Catering Stations in the centre of room, entrance is from Lecture Hall, Top Left.*

# EVF Sponsorship Tiers Live Exhibition EVF Berlin 2023

Please contact [Dawn Bond](#) for further information

Extra Exhibitor Badges may be purchased at a cost of 450 euros (Incl. VAT).

## Tier 1: Gold Bespoke

Bespoke stand 750 euros per m<sup>2</sup> (plus VAT as applicable) (stands 22 and 23 = 4m depth x 4.5m width each).

Can also add stands together (incorporating the pillars).

6 Exhibitor Badges

2 Full Access Badges

- Electricity
- Large logo on Boards
- Large logo on Holding slides

## Tier 2: Silver

4m depth x 4m width = 16m<sup>2</sup> = 12,000 euros (plus VAT as applicable).

3 Exhibitor Badges

2 Full Access Badges

- Electricity
- Large logo on boards
- Large logo on holding slide

## Tier 3: Bronze

4m depth x 3m width = 12m<sup>2</sup> = 9,000 euros (plus VAT as applicable).

2 Exhibitor Badges

1 Full Access Badge

- Electricity
- Small logo on boards
- Small logo holding slide

## Tier 4 Green :Tabletops

Tabletop 1.8m x 0.5m width = 3,000 euros (plus VAT as applicable).

2 Exhibitor Badges

- Electricity, 1 x Table and 2 x chairs
- Small logo on Boards
- Small logo on holding slide

## Tier 5 Blue : Display Tabletops

Tabletop 1.8m x 0.5m width = 2,000 euros (plus VAT as applicable).

- Company can send flyers/materials and 1 x pop up for display only.
- Small logo on Boards

All EVF Exhibition Terms and Conditions 16-19 on pages and Bolle Festsäle rules apply which are on pages 20-23.

## EVF 23rd Annual Meeting 22 June – 24 June 2023 Berlin Society Table Top Booking Form

Company Name			
Point of Contact Name:			
Company Address			
Telephone (including Country and City code)			
VAT Number			
Country			
Full Invoice Address			
Point of Contact E mail			
Point of Contact Telephone Number			
<b>Table Tops Society</b>	<b>Stand No:</b>	<b>Extra Exhibitor Badges</b>	<b>Cost</b>
Green Table-Top 1.8 x 0.5 m			
Extra Exhibitor Badges 450 euros (Incl. VAT)			
Total in Euros			
<p><b><i>NB: All prices exclude VAT</i></b></p> <p>The official Congress photographer will be operating onsite taking photographs which may be used by the organizers, for EVF marketing purposes. Please inform Dawn Bond if you do not wish your Company to have any Congress photographs taken.</p> <p><b>wikonect GmbH</b> are acting on behalf of the EVF in Germany. They will issue all invoices and collect payments. All invoices are to be paid within 30 days from the date of invoice.  <b>Late payment may incur a fee (5% above the bank of England base rate).</b></p> <p>I confirm I have read and agree with the EVF Exhibitors Terms and Conditions and the Bolle Festsäle General Security and House Rules and will adhere to and respect them in full (to view on pages 16-23).</p>			
Signature	Date		
Please Complete Form and Send Directly to: <a href="#">Dawn Bond</a>			

# Exhibition Schedule

A Commercial Exhibition will accompany the congress and The Exhibition Area will be located on the second floor in the Bolle Hall "Festsaal" see plan on page 11.

## Exhibition Opening Times

*The opening hours for the exhibition will be:*

- Thursday 22 June 2023: 08.00-18:30
- Friday 23 June 2023: 08.00-18.30
- Saturday 24 June 2023: 08.00-14.00

## Exhibition Stand Set-up Times | Wednesday June 21, 2023:

Timings 11.00- 18.00

## Stands Exhibition Overview

The exhibition will be inspected pre and completed build by the official Bolle Festsäle Health and Safety Inspector then final approval will be given. Stands not approved or without relevant documentation i.e., fire proofed materials, checked and certified electrical appliances and builds outside of parameters (height higher than 3 m with a base) may be dismantled. Please see pages (16-23) for further information.

- The Exhibition space flooring is concrete/tiles throughout the Exhibition Hall.
- Electricity will be available on all stands. More than one electrical connection needs to be requested and may incur an additional cost. Please contact Dawn Bond if required.
- Height maximum for each stand area is **2.5 -3 m (including base)** throughout the Exhibition Hall.
- EVF advises all companies to plan stands to allow good visibility for ALL throughout the Exhibition Hall.
- The EVF and Venue reserve the right to move or remove any stands or equipment blocking exits, lanes, fire hydrants or obstructing areas in which staff are to operate (please read all the information regarding evacuation and fire exits) see page 12 emergency exits.
- No signs are to be fixed to the walls or flooring.
- Tabletop Tables will be 1.8m x 0.5 m dimension; tablecloths will NOT be supplied so please bring your Company Tablecloths.
- See Exhibition plan on page 11.
- Delivery, unloading goods, delivery labels and Bolle elevators information; see pages 13- 15.
- **Delivery timing slots will be allocated** nearer event time, to enable smooth set up in Exhibition Hall.
- For extra equipment and AV for stands you can view [www.eventrental.berlin](http://www.eventrental.berlin) please let us know your choices and contact Dawn Bond email: [exhibition@europeanvenueforum.org](mailto:exhibition@europeanvenueforum.org) who can order for you. **We will require all orders to be placed by June 1, 2023.**
- Booth Staff/Hostesses: can be booked via wikonect. Contact Sonja Kaya at [Sonja.Kaya@wikonect.de](mailto:Sonja.Kaya@wikonect.de) (deadline is also June 1, 2023).
- Any stand catering please contact the Abion Hotel : **Contact Mrs. Corinna Kunger**  
**Phone: +49 30 39 92 0791 Mail: [c.kunger@abion-hotel.de](mailto:c.kunger@abion-hotel.de)**

## “Bolle Venue,” Main Technical Requirements see full House rules

### 13. General Technical Requirements

- a. All stands will be inspected onsite and all certificates regarding fire safety of stand materials will need to be presented. **Stands cannot be built without the required documentation and approval.**
- b. Any electrical equipment used must follow any relevant regulations (DIN / VDE regulations, etc.) and must be in a flawless condition technically and optically. Adherence to the safety regulations **"Electrical Systems and Equipment" (BGV A3)** will be expressly noted.
- c. Use of flammable substances (paint, solvents, or varnishes) or gases (pressurized gas cylinders, cartridges, or spray cans) requires prior registration EFA's express permission.
- d. Electrical equipment that does meet the required technical standards (**BGV A3**) or that displays obvious defects may not be used.
- e. The technical systems owned by the site may only be operated by instructed personnel for warranty reasons. Instructions on how to operate the technical equipment of the site may only be provided by EFA employees or their substitutes. Nonetheless, the presence of a site technician will still be required.
- f. Any static proof provided by an authorized stress analyst (**verifiable documents**) **must be presented**. This includes standardized proof of stability for any truss structures.
- g. Only materials with low flammability (**Building Material Class B1 according to DIN 4102**) may be used. Written proof must be provided to EFA without solicitation when setup starts and must be kept for any building authority approval.

### Insurance

The venue will take every precaution to protect all property at the conference. Security staff are in attendance but cannot guarantee the safety of any equipment. The conference organisers, the venue and the European Venous Forum cannot be held responsible for the security of exhibits before or during the Conference. We recommend you obtain insurance on all your equipment.

Exhibitors are required to take out and maintain public liability insurance cover providing a minimum indemnity of £2,000,000 for the duration of the Exhibition including the construction and dismantling periods and insure against costs and expenses if the meeting is cancelled which is outside the control of the venue or organisers.

**It is a requirement that you send a copy of an insurance cover note to the EVF Office (Dawn Bond: [exhibition@europeanvenousforum.org](mailto:exhibition@europeanvenousforum.org)). If you do not have a policy, we recommend that you contact a specialist exhibition insurance company.**

### Stand Cleaning

The venue is responsible for the cleaning of the aisles and public areas. Exhibitors are responsible for the cleaning and maintenance of their own stand.

## Accommodation

Please note that the “Special Olympics World Games” will be held in Berlin from 17-25 June 2023, so hotel rooms may be more expensive and difficult to reserve.

An agency working with wikonect (our Conference partners) can assist you if you have difficulties and require many rooms. Contact name: [Kirsten Merdanovic](#)

4★ Conference Hotel - [Ameron Berlin Abion Hotel](#) a short walking distance from the hotel to venue

5★ [Abion Villa](#) directly adjacent

<https://www.motel-one.com/en/hotels/berlin/hotel-berlin-belevue/> Motel One Bellevue walking distance

4★ [Mercure Hotel MOA Berlin](#) walking distance approx. 13 min.

4★ [Intercity Hotel Berlin Hauptbahnhof](#) walking distance approx. 20 mins.

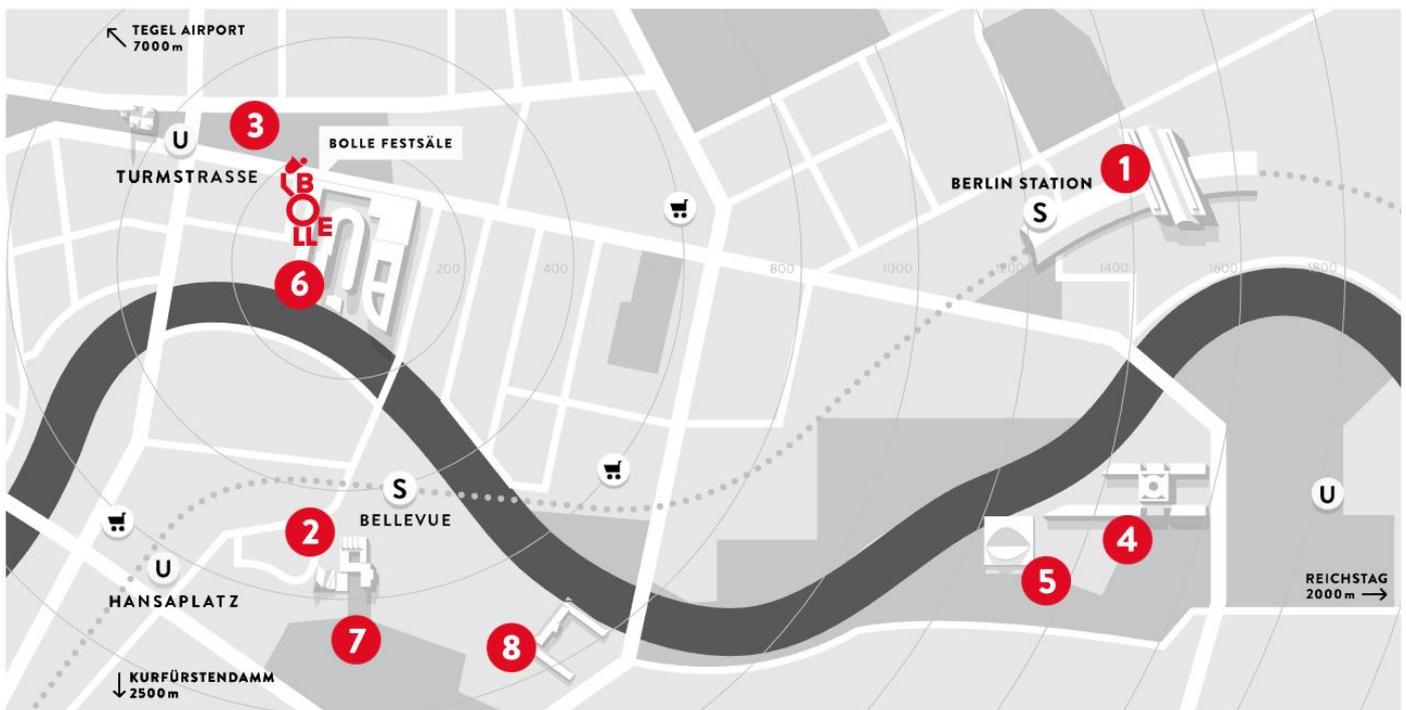
3★ [Hotel Tiergarten Berlin Mitte](#) walking distance approx. 2 min.

3★ [Novum Style Hotel Berlin Centrum](#) walking distance approx. 20 min.

Please use this link to get special EVF Hotel rates.

<https://www.konsens-booking.com/en/events/23rd-annual-meeting-of-the-european-venous-forum/hotels/>

**Venue Bolle Festsäle** Address: Alt-Moabit 98, 10559 Berlin, Germany



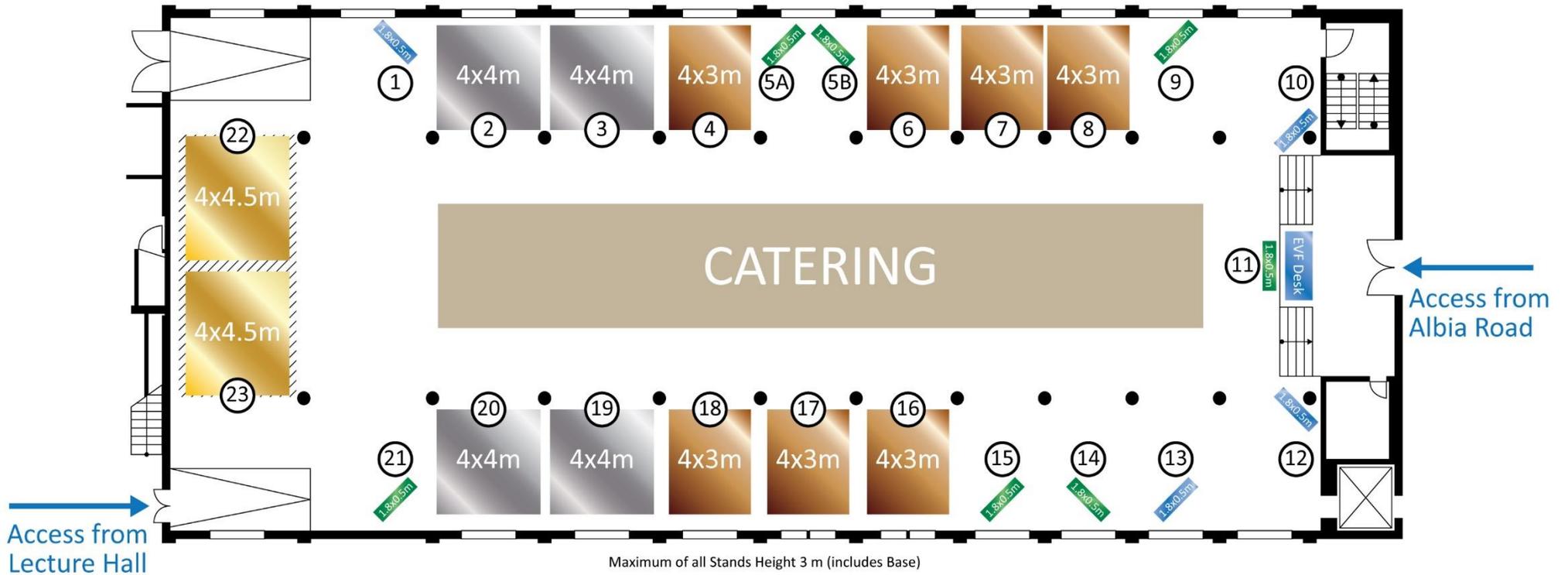
- 1 Berlin Station – 1.400m
- 2 Academy of the Arts Berlin – 2.450m
- 3 Kleiner Tiergarten – 100m
- 4 German Chancellery – 1.500m

- 5 Haus der Kulturen der Welt – 1.350m
- 6 AMERON Hotel ABION Spreebogen – 100m
- 7 Großer Tiergarten – 650m
- 8 Bellevue Palace – 700m

For further General Information and the up-to-date scientific programme please visit  
<https://www.europeanvenousforum.org>

# EVF BERLIN 22-24 June 2023: Plan of EVF Exhibition Layout

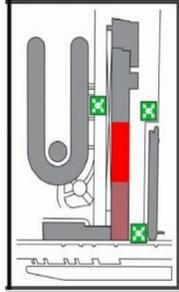
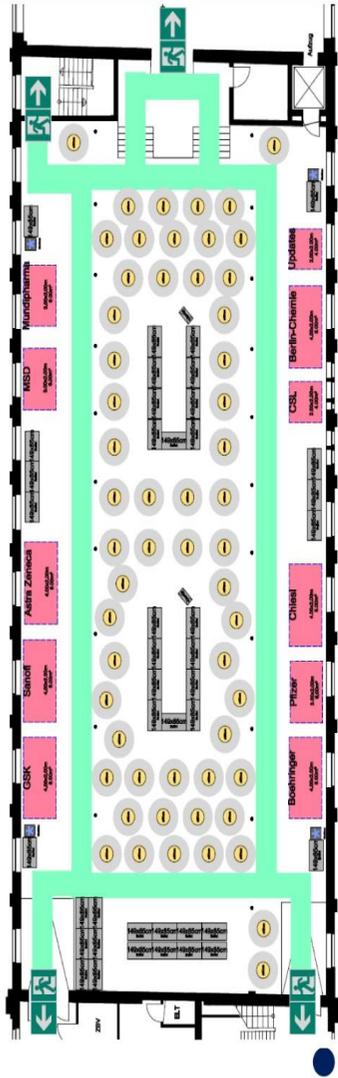
(Measurements shown on each stand shown as: depth m x width m).



Outline of EVF Exhibition Area Berlin  
June 22-24, 2023 "Festsäle Bolle"

# Emergency Exits Escape and Rescue Plans – English

## Escape and Rescue Plan



**Legend**

- Location
- Emergency path
- Extinguisher
- Emergency exit with indication of direction
- Wall hydrant extinguishing hose
- Emergency call phone
- Fire alarm
- First aid
- Fire alarm phone
- Meeting point

**Prevention of Fire**

No open fire, fire, open source of ignition and smoking prohibited

**In case of fire**

**Keep calm**

**Alert fire**

- Emergency call 112
- Where is the fire?
- What is on fire?
- How much is on fire?
- What dangers?
- Wait for queries!

**Get into safety**

- Warn people who are in danger/ activate Alarm
- Take along denials
- Close doors
- Use marked ways of escape
- Do not use elevators
- Find collection point
- Pay attention at instructions

**Try to extinguish the fire**

- Use fire-extinguisher
- Use extinguishing hose

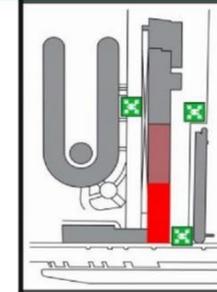
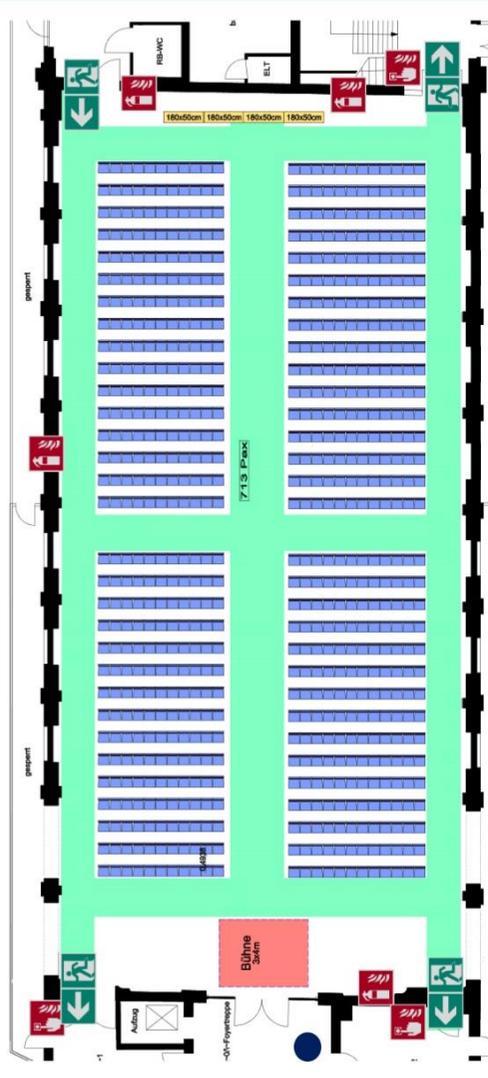
PELZER & TRUTZ

**In case of accident**

**Keep calm**

- Report the accident
  - Mobile 112
  - Landline 0 112
  - Call First-Aiders, First Responder
- First Aid
  - Secure the dangerous area
  - Administer first aid
  - Follow instructions
- Further measures
  - Direct emergency services
  - Keep away onlookers

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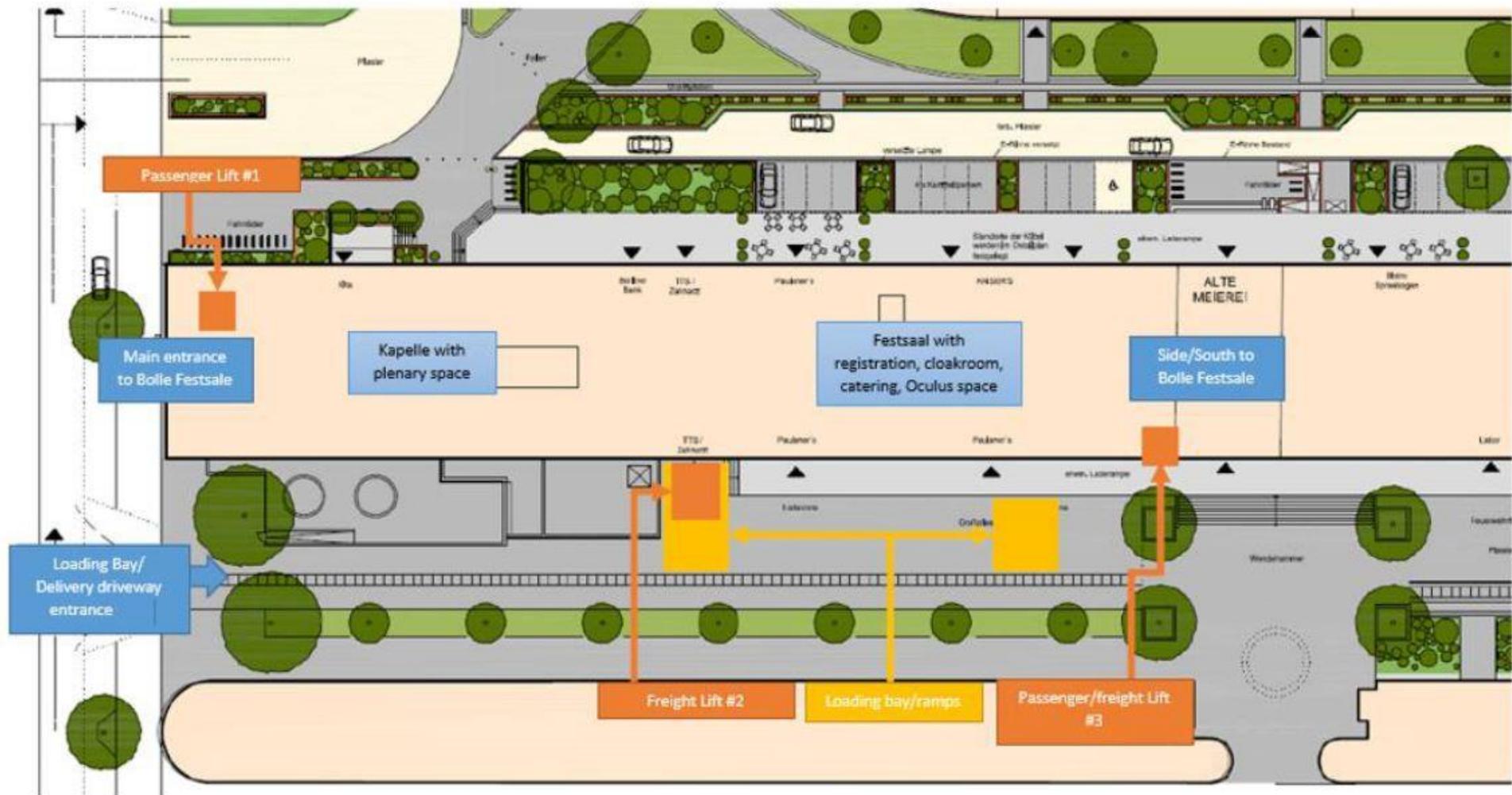
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## BOLLE Festsäle: Exhibition Loading Instructions



**Please note, the loading bay is for unloading only, and no parking is allowed. Post unloading, please move your vehicle to the nearby car park.**

## Exhibition Company Delivery Labels:

Venue Address:

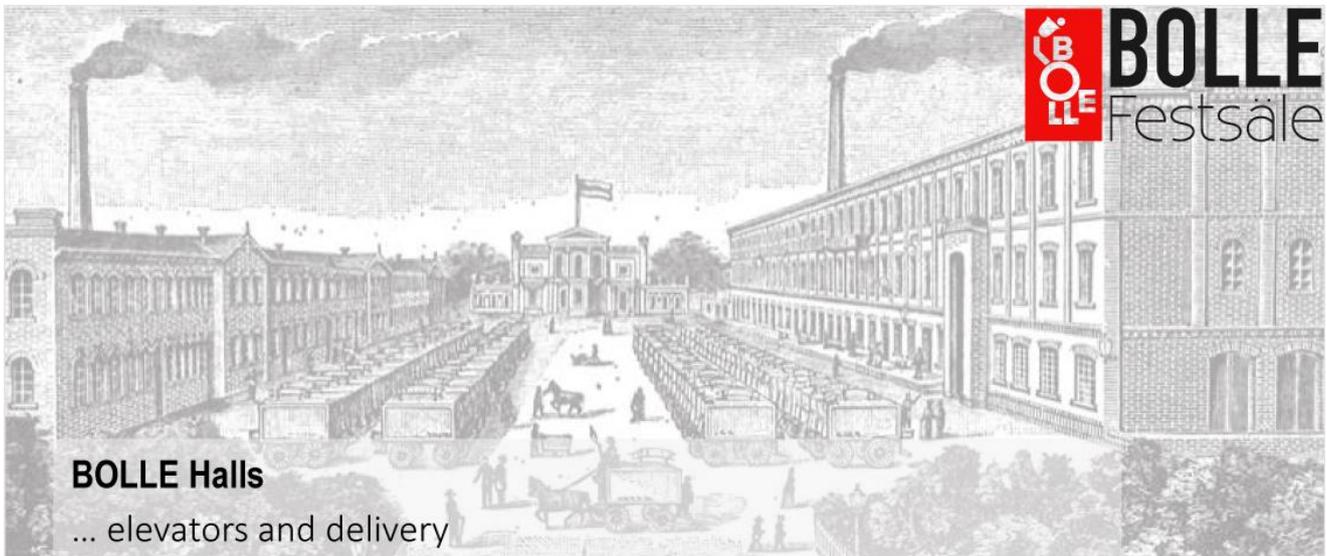
**EFA Gastronomie GmbH & Co. KG**

**Alt-Moabit 98**

**10559 Berlin**

Web [www.bolle-meierei.com](http://www.bolle-meierei.com)

SENDER	COMPANYNAME: Room: Hall Festsaal Stand Number: Number of Boxes:
NAME OF CONGRESS	23 <sup>rd</sup> Annual Meeting of the European Venous Forum EVF Exhibition Set up: Wednesday 21 June 2023 from 11.00 until 18.00 21 June 2023.
VENUE Contact:	<b>Sheila Ghaffar Leitung Location &amp; Event</b> EFA Gastronomie GmbH & Co. KG Alt-Moabit 98 10559 Berlin Tel. +49 (0) 30 2148 010 -12 Mail: <a href="mailto:ghaffar@bolle-meierei.com">ghaffar@bolle-meierei.com</a> Web: <a href="http://www.bolle-meierei.com">www.bolle-meierei.com</a>
<b>IMPORTANT NOTE</b> (See attached information <b>Bolle Festsäle Halls elevators and delivery</b> )	Delivery material is to be transported immediately into the Venue. Warehousing is not permitted in the delivery area or outside the area of the Spree Bogen Area. Transport of furniture, decoration materials and technical equipment are forbidden on the historical staircase. Deliveries of boxes and pallets by couriers and freight couriers must always be made into the 2 <sup>nd</sup> floor of venue. Goods and materials delivered to kerb side cannot be accepted.
<b>FOR ANY QUERIES PLEASE CONTACT:</b> The Exhibition Manager Dawn Bond: e mail: <a href="mailto:exhibition@europeanvenousforum.org">exhibition@europeanvenousforum.org</a> Mobile Tel: +44 7815075664	



**BOLLE Halls**

... elevators and delivery

- Goods Elevator:** Lift cage (length x width x height); Door dimension (w x h)  
2,04 x 1,10 x 2,30m; 0,90 x 2,10m  
Max. load capacity 1025 kg
- People Elevator Festsaal:** Lift cage (length x width x height); Door dimension (w x h)  
1,75 x 0,90 x 2,10m; 0,88 x 2,04m  
Max. 630 kg
- People Elevator Kapelle:** 2,10 x 0,90m  
Max. 1000 kg
- Delivery:** On the West side of the building (entry from Alt-Moabit 98, to the right of the location). The loading ramp is labeled and is about 1.20m in height.  
\* Trucks up to 7.5t, vehicles with greater loading capacities must be registered first
- Carpark:** Spreebogen entrance  
1 hour - € 2  
each additional hour - € 2  
day pass - € 20

**Delivery & Pickup:**

Delivered material is to be transported immediately into the venue. Warehousing is not permitted in the delivery area or outside the area of the Spree Bogen Areal.  
The introduction and transport of furniture, decoration material and technical equipment are forbidden in the historical staircase without exception.

All vehicles should be removed immediately after loading and unloading. It is not a parking area.

Deliveries of boxes and pallets by couriers and freight forwarders must always be made into the venue in the 2nd floor. Goods and materials that are delivered only to curbside can not be accepted.

## EXHIBITORS TERMS AND CONDITIONS FOR IN-PERSON EVENTS

These Terms and Conditions (**Terms**) apply to all Exhibitors at the In-Person Event (as defined below). Your attendance at the In-Person Event indicates your agreement to these Terms.

The following definitions and rules of interpretation apply in these Terms.

### 1. Definitions:

**Business Day:** a day other than a Saturday, Sunday, or public holiday in England, when banks in London are open for business.

**Content:** materials, data, information, and products provided by EVF or its event partners including speakers at, relating to, or forming part of the In-Person Event.

**European Venous Forum Limited (EVF) / we / us / our:** a company registered in England and Wales with company number **04354339** which organises events in the health space.

**Exhibitor / you:** any person, firm or company who has made application for and has been granted space for exhibition stands at the In-Person Event.

**Exhibitor Manual:** the manual containing policies and rules and operational information related to the In-Person Event which will be supplied to the Exhibitor and/or published at [www.europeavenousforum.org](http://www.europeavenousforum.org).

**Exhibitor Material:** all documents, information, items, and materials in any form, whether owned by the Exhibitor or a third party, which are provided by the Exhibitor for the In-Person Event.

**Fee:** fee payable to attend the In-Person Event which is quoted exclusive of any applicable value added tax (VAT).

**In-Person Event:** the in-person conference, exhibition, congress, summit operated by EVF with networking opportunities, which can be accessed in person.

**Online Event:** the virtual or non-physical conference, exhibition, congress, summit, or other events operated by EVF where the In-Person Event is not viable due to a Force Majeure Event.

## BACKGROUND

The European Venous Forum 2023 Meeting will be a live event and as such it can only be accessed in person. Exhibitors are given the opportunity to purchase physical stands if they wish to attend the event in person. Full details of the In-Person Event including set-up and location of stands will be sent prior to the In-Person Event.

### 2. Booking of stand space

2.1 Booking of physical exhibition stands must be made on the booking form provided by EVF and must contain information on all exhibits to be displayed. EVF may at its sole discretion accept bookings in writing or by telephone.

2.2 Upon acceptance of the booking form by EVF or bookings made by telephone, these Terms shall apply.

### 3. Allocation of stand space

3.1 Every effort shall be made to allocate the stand space that has been booked. EVF has a right to reallocate stand space at any time, provided that the reallocated stand space shall not be more than 10% greater or less than the stand space which has been booked.

### 4. Registration for the In-Person Event

4.1 Once the booking form has been accepted or bookings made by telephone processed, you will be validly registered for the In-Person Event subject to these Terms. Any optional extras may incur an additional cost to the Fee.

4.2 If you register for the In-Person Event as a representative of a company or other organisation you confirm that you have authority to agree to these Terms on behalf of the company or other organisation.

4.3 Registrations are to be used only by the individual named and access must not be shared or transferred to another person without written permission from EVF.

## **5. Attendance requirements**

5.1 The Exhibitor shall observe the rules, policies and procedures of the In-Person Event as set out in the Exhibitor Manual and any reasonable instructions issued by EVF for the duration of the In-Person Event and the post-event dates.

5.2 Failure by the Exhibitor to comply with the Exhibitor Manual may result, at EVF's full discretion, in a cancellation of the booked stand without a refund and ejection from the In-Person Event.

5.3 EVF reserves the right to amend the Exhibitor Manual at any time without notice and it is the Exhibitor's responsibility to ensure that it complies with the Exhibitor Manual which is in force at the time of the In-Person Event.

## **6. Fees**

6.1 Payment in full of the Fee for the In-Person Event is due upon registration. Our terms of payment are 30 days from date of the invoice. If such payment is insufficient or declined for any reason, EVF may refuse access to the In-Person Event. EVF reserves all its right to recover any outstanding amounts in accordance with these terms and the applicable law and interest may be levied on the overdue amount at a rate of [5] % per annum above the Bank of England's base rate from time to time.

6.2 Payment of the Fee does not give the Exhibitor any right to provide any input into the scientific programme including the selection of speakers and subjects.

6.3 All Fees shall be paid in full without any set-off, counterclaim, deduction or withholding (other than as may be required by law).

## **7. Exhibitor's obligations**

7.1 The Exhibitor is responsible for creating and providing booth content to EVF. If the Exhibitor fails to respond in a timely manner or otherwise fails to deliver content, EVF shall have the right to withdraw the space and shall be under no obligation to provide a refund.

7.2 It is the company responsibility to ensure that all exhibitors comply with the UEMS-EACCME and MedTech Europe codes, regulations on the support of medical meetings, all applicable pharmaceutical rules and regulations including but not limited to IFPMA, AIFA and IPCAA and local rules and regulations EVF shall not be responsible for ensuring that exhibitors comply with the above regulations.

7.3 The Exhibitor acknowledges that there will not be a refund of the Fee in the event that the Exhibitor cancels its booking.

7.4 The Exhibitor shall take out and maintain comprehensive and appropriate insurance policies in relation to any of its Material and devices and the Exhibitor warrants that any stand complies with all health and safety regulations. The Exhibitor shall only use material for building, decorating, or covering stands that are made of non-flammable material and shall comply with the rules and regulations of the venue

## **8. Changes to In-Person Event**

EVF reserves the right to make changes to the In-Person Event if there is a justified reason to do so, for example if a speaker is prevented from participating. Please note that while speakers and topics are confirmed at the time of publishing, circumstances beyond the control of EVF may necessitate substitutions, alterations, or cancellations of the speakers and/or topics. As such, EVF reserves the right to alter or modify the advertised speakers and/or topics at any time without any liability to you whatsoever. No refunds will be provided to you if the In-Person Event is changed.

## **9. Force Majeure**

9.1 In this clause, Force Majeure means circumstances which are beyond our reasonable control, and which are reasonably likely to affect the successful delivery of the In-Person Event or would make it inadvisable, impracticable, illegal, or impossible for us to host the In-Person Event or perform our obligations under these Terms such as a change in public health advice due to a worsening of the pandemic. Those circumstances include without limitations:

(a) acts of God, flood, drought, earthquake, or other natural disaster.

(b) epidemic or pandemic.

(c) acts, omissions or delays in acting by any governmental authority.

(d) terrorist attack, civil war, civil commotion or riots, war, acts of war.

(e) threat of preparation for war, armed conflict, imposition of sanctions, embargo, breaking of diplomatic relations, insurrections, riots, or civil commotions.

(f) nuclear, chemical, or biological contamination.

(g) any law or any action taken by a government or public authority, including imposing an export or import restriction, quota, or prohibition, or failing to grant a necessary licence or consent.

(h) collapse of buildings, fire, explosion, or accident.

(i) any labour or trade dispute, strikes, industrial action or lockouts.

(j) interruption or failure of utility service, including a general breakdown of the internet or technologies supporting the platform; and

(k) non-performance by EVF's subcontractors.

9.2 EVF reserves the right to cancel the In-Person Event and change the format of the event to a pure Online Event as a result of Force Majeure set out in clause 9.1. In those circumstances you shall be entitled to attend the Online Event at no additional cost, but EVF shall not refund the registration fee, or the cost associated with the stand. EVF shall not be liable to the Exhibitor for any other costs incurred by the Exhibitor whether connected with travel costs or setting up of the stand.

9.3 Without prejudice to EVF's obligation to refund any part of the Fees which EVF has not spent in relation to the Event, EVF accepts no liability and shall pay no compensation where the performance of its obligations is made impracticable, illegal, or impossible by or as a result of Force Majeure.

## **10. COVID-19**

10.1 EVF invites Exhibitors who test positive prior to attending the In-Person Event or during the meeting to isolate to limit the spread of Covid-19.

10.2 Where clause 10.1 applies, the Exhibitor is invited to comply with any isolation requirements in force at that point in time in accordance with national rules and guidelines in force. EVF may at its discretion and on production of proof of a positive PCR test result refund the Fee (less any administrative costs) but shall not in any circumstance be liable for any other costs incurred by the Exhibitor whether connected with travel costs or otherwise connected to the in-person attendance of the conference.

## **11. Intellectual Property**

11.1 The Exhibitor warrants that the use of the Exhibitor Material by EVF, its agents, subcontractors or consultants shall not infringe the rights, including any Intellectual Property Rights of any third party.

11.2 The Exhibitor shall indemnify EVF on demand in full against all liabilities, costs, expenses, damages and losses (including any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal costs (calculated on a full indemnity basis) and all other professional costs and expenses suffered or incurred by EVF, its agents, subcontractors or consultants for actual or alleged infringements of a third party's Intellectual Property Rights arising out of, or in connection with, the use at the In-Person Event of the Exhibitor Material.

## **12. Limitation of liability**

12.1 Nothing in these Terms shall limit or exclude our liability for:

12.1.1 death or personal injury.

12.1.2 fraud or fraudulent misrepresentation; or

12.1.3 any other liability which cannot be limited or excluded by applicable law.

12.2 You agree that your access to the In-Person Event and your use of any of the Content is at your sole risk and responsibility and acknowledge that all Content is provided "as is" and "as available". The Content is made available for general information and any advice, opinion, statement, or other information forming part of the Content is not intended to

address your particular requirements. The Content does not constitute any form of advice, recommendation or arrangement by us or any speakers and is not intended to be relied upon without obtaining appropriate independent advice.

12.3 EVF shall not be held responsible for information and/or material made available by participants, Exhibitors or speakers and does not guarantee the accuracy of any of the Content.

12.4 EVF shall not be held liable in the event that a speaker makes statements which are untrue or misleading and in the event that an Exhibitor presents unauthorised products or services which do not comply with all applicable regulations.

12.5 Subject to clause 12.1, we shall not be liable, whether based on a claim in contract, tort (including negligence), breach of statutory duty or otherwise arising out of or in relation to these Terms, for any indirect or consequential losses.

12.6 Subject to clause 12.1, EVF's total liability to you, whether based on an action or claim in contract, tort (including negligence), breach of statutory duty or otherwise arising out of, or in relation to these Terms shall not exceed the total amount of the Fees paid or payable under these Terms.

12.7 If EVF's performance of its obligations under these Terms is prevented or delayed by any act or omission of the Exhibitors, its agents, subcontractors, consultants or employees or a speaker then, without prejudice to any other right or remedy it may have, EVF shall be allowed such an extension of time which is necessary for EVF to perform its obligations equal to the delay caused by the Exhibitor.

### **13. Termination**

13.1 EVF shall have the right to terminate immediately any booking on written notice to the Exhibitor if the Exhibitor:

13.1.1 fails to make any payment due to the Organiser by the due dates specified in these Terms under clause 6.1.

13.1.2 is in breach of these Terms and the Exhibitor does not remedy the same (if capable of being remedied) within three days of receipt of notice in writing from EVF specifying the breach or failure and calling for the same to be remedied:  
or

13.1.3 becomes bankrupt, commits any act of bankruptcy, ceases to carry on business, goes into liquidation, or has a receiver, administrative receiver, manager or administrator appointed in respect of any of its assets or enters into any composition with its creditors generally or has an order made or resolutions made for it to be wound up (otherwise than in furtherance of any scheme for amalgamation or reconstruction) or undergoes any similar or equivalent process in any jurisdiction.

13.1.4 If EVF terminates the booking in accordance with this clause 13, then EVF shall be entitled to cancel the booking of the stand space and retain the Fee.

### **14. Governing law and jurisdiction**

14.1 These Terms shall be governed by and construed in accordance with the laws of England and Wales and the English courts shall have exclusive jurisdiction to settle any dispute arising out of or in connection with these Terms.

### **15. Disclaimer**

Please note that the views expressed in both oral and poster presentations at the In-Person Event are the views of the author(s) of the presentations. They do not necessarily represent the opinions and views of EVF, and the speaker's views are not endorsed by EVF.

The presence of a company at the In-Person Event does not mean that EVF endorses a product or company. Congress delegates are expected to undertake their own due diligence and use their medical judgement in relation to any clinical application.

## BOLLE Festsäle: General Security Regulations / House Rules

The BOLLE Festsäle are operating divisions of the EFA Gastronomie GmbH & Co KG, hereafter referred to as "EFA." The contract partner of the EFA shall be referred to hereafter as "Organizer."

The following regulations shall apply to galas, meetings, congresses, presentations, fairs, and special events to which decorations are brought and where stages, podiums, stands, and performance areas are set up, lighting and media technology is installed and/or pyrotechnical activities are performed.

Additionally, further fire safety and security requirements may be demanded by building authorities, the police, fire safety authorities or the property administration of the Spree-Bogen site if the type and scope of an event presents increased risks to persons and material assets.

### 1. Notices, Permits, Documents

a. The BOLLE Festsäle is an approved assembly place in the sense of the Berlin Operational Regulations (Betriebsverordnung Berlin) and are therefore subject to Berlin building law. Usage variations for meetings, galas, concerts, fairs, and exhibitions are available. These do not require additional permits or building law approval costs.

b. The seating and occupancy plans for the BOLLE Festsäle must be submitted to the building supervisory authority for approval using building law and to-be approved escape and seating plans if they differ from the existing plans. Each subsequent change to the escape and seating plans (e.g., by changing the arrangement of visitor spaces) requires the express permission of EFA and an additional building permit and, if needed, approval at the expense of the Organizer. The Organizer must therefore submit all required documents to EFA at least 4 weeks before the event to ensure optimal preparation and implementation.

The duration and costs of the approval procedure, including the risk of whether approval can even be obtained, shall be borne entirely by the Organizer.

c. To ensure a smooth process, the following information must be provided to EFA in writing for inspection at least 10 days before occupancy:

- Name of the event manager
- Names of those responsible for the event's technical equipment
- Description of the event / event schedule / logistics for setup and removal
- List of names of participants (updated until the day of the event at the latest in case of an evacuation)

### 2. Responsibilities

a. Organizer

The Organizer will be responsible for the schedule and the smooth and safe procedure of the event.

The Organizer must ensure that the maximum occupancy of the event site entrusted to him is not exceeded. The Organizer shall be responsible for the public safety at the event site, especially regarding the equipment, decorations, props, setups, installations, suspension, installed cables and other temporary technical facilities brought by him or by commissioned third parties. He shall be responsible for the adherence to all security regulations of the Berlin Operational Regulations (BetrVO) and accident prevention regulations. Adherence to youth protection, working hours, work protection and non-smoker protection laws and regulations shall be his responsibility.

b. Event Manager

The Organizer must designate a qualified person with decision-making powers who will be present during the entire event as event manager. The event manager must participate in an inspection of the event site and familiarize himself with its escape paths. The event manager must ensure an orderly and safe procedure of the event. It must be possible to contact the event manager at all times who may have to make necessary decisions in coordination with EFA, the authorities and external staff (fire brigade, police, building authorities and first-aid services). The event manager must suspend the event if required by threats to persons, safety systems, equipment or facilities stop functioning or if operational regulations cannot be maintained.

c. Those responsible for the event's technology in the sense of the Berlin Operational Regulations 33 and 34 Those responsible for the event's technology must be familiar with stage, studio, lighting, and other technical facilities of the event site and ensure their safety and functionality, especially in regard to fire safety, during their operation.

### 3. Safety Facilities, Escape Routes, Traffic Regulations (Spree-Bogen)

a. Access to smoke detectors, fire extinguishers, smoke flaps, trigger points of smoke extraction devices, emergency exit signs and electric equipment rooms must be visible and provided at all times. They may not be blocked, covered, or made unrecognizable.

b. Escape routes must be kept free at all times. It must be possible to open escape route doors fully from inside with ease. Escape routes, exit doors, emergency exits and their signs may not be blocked, covered or made unrecognizable. Hallways and pathways may not be blocked at any time by objects put aside or protruding items during setup, removal, or the event. Hallways and pathways serve as escape routes in case of danger. Fire and smoke protection doors may not be kept open with wedges or other objects.

c. Paths with no-parking signs and movement areas for firefighters on the Spree-Bogen site must be kept free at all times. Vehicles and objects parked on escape routes and security areas will be towed at the risk and expense of the owner.

#### 4. Delivery and Pick-Up, Signs

a. The delivery zone is on the west side of the BOLLE Festsäle (labeled area).

b. Designated and permitted paths may be used by cars and trucks with a maximum load of 7.5 t. Larger trucks require prior registration.

c. Deliveries and the bringing of furniture, decoration material and technical equipment may only be made via the designated delivery paths and the elevator in the adjacent stairwell of the event hall. The elevator must be protected from damage during setup and removal. The dimensions of the elevator are 1.75 x 0.88 m with a maximum load carrying capacity of 630 kg.

d. Delivered items must be transported to the event hall immediately. Temporary storage in the delivery zone or the outside areas of the Spree-Bogen site is not permitted. Deliveries and the bringing of furniture, decorations, and technical equipment via the historic stairway at the main entrance are prohibited without exception.

f. Vehicles must be immediately removed from the site after loading and unloading. Exceptions, e.g., for freezer vehicles, require the prior permission of the property administration.

g. Putting up signs, posters, or signposts in the outer area of the assembly site requires the permission of the property administration.

h. Deliveries of cartons, boxes or pallets by couriers or carriers must be made into the halls on the 3rd floor. Goods and materials merely delivered onto the curb cannot be accepted.

#### 5. Setup and Removal

a. Before setting up the event, an inspection will be conducted with the Organizer or his commissioned third party during which existing damages to the event area and delivery paths will be recorded in writing. Directly after removal or during a predetermined time, an inspection will be conducted with said persons to record all damages that occurred after the initial inspection. Damages that occurred during the event or during setup or removal must be reported directly to EFA by the Organizer or his commissioned third party.

b. Setup or removal at night are generally possible. The times must be coordinated with EFA in advance so that any approval deadlines can be met with the property administration and staff planning can begin on time.

c. When transporting items to be brought onto the site, it must be ensured that the wheels of the transport vehicles are clean and that the event site is not damaged. To reduce the likelihood of damage, only rubber tires will be allowed. No objects (without wheels / rollers) that could create damage may be pushed or dragged over the ground. The Organizer shall be fully liable for any scratches or other damages, including those caused by his commissioned third parties.

d. Attaching materials of any kind (gluing, drilling, hanging, etc.) onto the walls anywhere in the event site building is prohibited.

e. Markings and glue residue on the floors of the assembly site must be completely removed.

f. Any cables lying freely on the floor must be covered and fastened appropriately.

g. Any rooms provided must be returned in swept-clean condition.

h. Any setups must maintain a safety distance of 0.25 m to any walls.

i. Leaning or placing furnishings, technical equipment or ladders against walls, columns or doors is not permitted.

#### 6. Storage

a. The Organizer must include storage options in his planning for his cases, trolleys, and transport vehicles outside of the Festsäle.

b. Items brought to the site must be removed immediately after the event. After 24 hours, remaining materials will be disposed of, and the costs will be charged to the Organizer plus a handling fee.

c. No objects may be placed in the corridors of the chapel. Neither is a backup or backflow area for catering permitted there for static reasons.

## 7. Waste Removal / Cleaning / Kitchen or Backup Area

- a. The Organizer must ensure that any packaging and remaining materials are disposed of properly. If required, EFA may provide a container for a fee. This service must be requested at least 10 days before the event. Non-compliance will lead to the disposal costs being charged to the Organizer.
- b. Stains on walls or curtains which are difficult to remove caused during the event will be removed by specialists commissioned by EFA. The resulting costs will be charged to the Organizer.

## 8. Providing Furniture, Materials and Technical Equipment Belonging to the Site

- a. Provided or rented materials and furniture of the rooms must be returned in flawless condition. The Organizer will be liable for any damages.
- b. The partially attached furniture in the milk bar, the foyer and the main entrance area is a fixed part of the BOLLE Festsäle room concept. Making changes to or clearing out of these areas requires EFA's permission.
- c. Pictures and decorations in the ancillary spaces may not be changed or removed.

## 9. Catering Areas

- a. A separate preparation and storage area will be provided to the catering service provider. This area already features combination steamers, hot cars, preparation areas and refrigerators. Instructions will be provided, and the handover will be made to a person named by the Organizer by a coordinator of the site according to protocol. Defects or damages to technical devices must be reported to EFA immediately.
- b. A backflow area may be set up in the Festsäle with EFA's permission. The areas used for this must be equipped with additional wall and floor protection.
- c. Grilling and cooking devices are not permitted in the Festsäle. The scope of these live cooking stations must be agreed in advance with EFA.

## 10. Parking Spaces

On the Spree Bogen area there is a public / paid underground car park. Unfortunately, there is no possibility to rent parking spots in the car park. We can apply for a non-parking zone in front of the main entrance. Please agree with the responsible project manager the length and price for the non-parking zone.

## 11. Site Security & keys

- a. During setup, removal and the event, the Organizer shall be responsible for ensuring that any items brought to the site are secure. If an event lasts several days, the rooms will be locked by EFA employees after the guests / Organizer leave. However, EFA offers no insurance coverage.
- b. A specialist company will be hired by EFA for building security from setup until removal. The quantity and scope will depend on the event format. The costs will be charged to the Organizer.
- c. In case of loss of an issued key to the organizer we charge 200,00 Euro net.

## 12. Person Responsible for Technical Equipment at the BOLLE Halls

- a. Should you appoint a technical service provider, the presence of an in-house, responsible event technician or master (TL) is compulsory during the construction and the event. The costs amount to a net 83,00 EUR per hour and are to be paid by the organizer. If stage, studio, or lighting systems are to be set up, persons responsible for event engineering and supervisory persons shall be named in accordance with § 34 BetrVO Berlin.

## 13. General Technical Requirements

- a. To maintain the overall appearance of the event rooms, operating equipment and related setups must be adjusted to the site's visual requirements.
- b. Any electrical equipment used must follow any relevant regulations (DIN / VDE regulations, etc.) and must be in a flawless condition technically and optically. Adherence to the safety regulations "Electrical Systems and Equipment" (BGV A3) will be expressly noted.

- c. Use of flammable substances (paint, solvents, or varnishes) or gases (pressurized gas cylinders, cartridges, or spray cans) requires prior registration EFA's express permission.
- d. Electrical equipment that does not meet the required technical standards (BGV A3) or that displays obvious defects may not be used.
- e. The technical systems owned by the site may only be operated by instructed personnel for warranty reasons. Instructions on how to operate the technical equipment of the site may only be provided by EFA employees or their substitutes. Nonetheless, the presence of a site technician will still be required.
- f. Any static proof provided by an authorized stress analyst (verifiable documents) must be presented. This includes standardized proof of stability for any truss structures.
- g. Only materials with low flammability (Building Material Class B1 according to DIN 4102) may be used. Written proof must be provided to EFA without solicitation when setup starts and must be kept for any building authority approval.

#### 14. Lighting Equipment

- a. The event site possesses its own artificial lighting, the operation of which is not permitted without prior instruction by an EFA employee.
- b. The use of conventional lighting on the floor of the interiors is only permitted with decorative touch protection. It must be ensured that no damage to technical devices or the building or injuries to persons will be caused by heat exposure.

#### 15. Open Fire/ fog machines

- a. Candles may only be placed in air- and drip-proof vessels.
- b. When using fog machines, the fire alarm system (BMA) of the location must be switched off. The shutdown may only take place if 4 fire safety guards have been booked via the location. The costs of the shutdown and the fire safety guards are borne by the organizer. The shutdown must be registered at least 3 weeks in advance.

#### 16. Smoking Section

- a. Smoking is generally not permitted anywhere on the site (Berlin Non-Smokers' Protection Act). The only exception is the roof terrace area. This will require fire security guards. The resulting surveillance staff costs will be charged to the Organizer.

#### 17. Cloakrooms

- a. The Organizer shall be responsible for the management of visitor cloakrooms during the contractual relationship. Liability by EFA for loss of or damage to clothing shall be excluded.

#### 18. Animals

- a. There are no animals allowed inside the location

#### 19. Photo and video recordings

- a. The client may only make commercial sound, image, or photo recordings with the prior written consent of EFA. Particular attention should be paid to the personal rights of the employees when setting up and dismantling the event if this work is to be documented.

#### 20. Legal Notice

- a. EFA reserves the right to distance itself from future cooperation with the Organizer in case of a violation. The General Terms and Conditions of the EFA Gastronomie GmbH & Co. KG shall apply. These House Rules shall be a contractual component of the Usage Agreement and binding to the contract partner