

OARSI Exhibit & Sponsor Rules, Regulations & Guidelines

The Osteoarthritis Research Society International ("OARSI") is the owner of the OARSI World Congress. OARSI, its officers, directors, agents or representatives acting on its behalf is responsible for the management of the Congress. The Rules & Regulations are part of the 2024 Sponsor and Exhibit Prospectus/Contract.

2024 OARSI World Congress on Osteoarthritis · April 18-21, 2024
Messe Wien Exhibition and Congress Center · Vienna, Austria

EXHIBIT RULES:

Assignment of Space:

Booths are assigned upon receipt of application and full payment. Non-profit space assignments are made based on space availability at the discretion of show management. Every effort is made to satisfy exhibitor space requests; however, no guarantee is made. If preferences are not available, OARSI World Congress Exhibit Management reserves the right to make space assignments. OARSI reserves the final decision and right, in the best interest of the Congress, to amend the floor plan, assign, or relocate selected space in areas other than that selected by Exhibitor without any liability to OARSI.

Terms of Payment:

Full payment to OARSI is required with the exhibit space application/contract. Space will not be assigned or held without the application and full payment. For more information, please contact Dana Groves at dgroves@oarsi.org or by phone at +1-856-642-4434.

Cancellation:

An Exhibitor may cancel or withdraw from the Congress subject to the following conditions:

- The Exhibitor shall file a written notice of intention to cancel or withdraw. Cancellation of exhibit space must be directed in writing to dgroves@oarsi.org, Dana Groves, Industry Relations Manager, 1120 Rt. 73, Suite 200, Mt. Laurel, NJ 08054
- If OARSI received written notice of cancellation or withdrawal on or before January 15, 2024, there will be a 50% Cancellation fee, and all other fees paid shall be refunded.
- If OARSI receives written notice of cancellation or withdrawal on or after January 15, 2024 no refund shall be made regardless of reason.

OARSI reserves the right to reassign cancelled booth space.

Downsizing of exhibit booth space is treated as a cancellation.

Registration of Exhibitor Personnel:

Exhibitor is entitled to two Exhibit/Poster Hall floor registrations per 9sqm exhibit space assigned. The main contact from your company will be given a promotional code to register their exhibit booth staff. Additional floor passes may be purchased for \$100 a person. Exhibitors may also purchase Full Congress registrations for an additional fee. *Exhibitor badges permit access into the exhibit hall only and will not allow access into any sessions.* Should you wish to attend sessions, we ask that you please purchase a full Congress registration.

Booth Dimensions:

All booths are 9sqm or multiples thereof, unless approved by OARSI exhibit management and OARSI's appointed Exhibit Decorator & Services Contractor.

Exhibitor Appointed Contractors: If you are using a separate contractor to build your booth and did not designate the contractor on your original signed exhibitor application/contract, please notify Dana Groves at dgroves@oarsi.org by January 15, 2024.

Exhibitor Services Manual: An Exhibitor Services Manual containing complete exhibit information and order forms for all services will be made available to each exhibiting company by January 15, 2024. All forms should be completed and returned in advance to our local Event Decorator, StandOut, to ensure that adequate labor, equipment, etc., is available.

Installation and Dismantling: The installation of exhibits must be completed in the time outlined in the Exhibitor Services Kit. If special set-up times are required, they must be requested by February 15, 2024 for review and approval from our Event Decorator & Services Contractor. If any booth is not set up in full by 7:00 PM on Thursday, April 18, OARSI reserves the right to re-assign the space to another exhibitor or to make use of the space as deemed necessary, at the exhibitor's expense. Refunds are not available in such cases. Exhibits must remain set up until the closing of the exhibits at 5:00 p.m. on Saturday, April 20. Dismantling before 5:00 p.m. may negatively impact your exhibiting presence at future OARSI congresses. All exhibits must be fully removed within the time allocated. If exhibits are not removed by that time, OARSI reserves the right to remove and discard the exhibit and any materials in the space at the exhibitor's expense.

Admission to Exhibits/Poster Area:

Exhibit personnel will be admitted to the area once the Exhibit/Poster Hall opens each day. . Children under 12 not admitted.

Security:

Guard service is in no case to be understood or interpreted by Exhibitor as a guarantee against loss or theft of any kind. Security is provided during hours the exhibition is closed. However, Exhibitor should make provisions to safeguard his/her goods from the time they are placed in the booth until the time they are removed. OARSI is not responsible for loss or damage.

Liability and Insurance:

OARSI and the Exhibit Facility shall not be held responsible for the safety of exhibits and property owned or rented by Exhibitor against fire, theft, or property damage, or for accidents to Exhibitors or their employees from any cause prior to, during or subsequent to the period covered by the exhibit Contract. Exhibitors shall obtain, at their own expense, adequate insurance against any such injury, loss or damage; at a minimum, such insurance coverage shall include that required of all exhibitors under OARSI's contract with the show facility. The Exhibitor waives the right of subrogation by its insurance carrier(s) to recover losses sustained under Exhibitor's insurance contracts for real and personal property. Exhibitor shall list OARSI as an additional insured on its liability policies for the period beginning with installation of the booth through dismantling the booth. Prior to being permitted to install its exhibit, Exhibitor shall provide OARSI with a certificate of insurance evidencing the coverages required hereunder.

Indemnification:

Exhibitor shall indemnify, defend and hold harmless OARSI, its officers, directors, agents, and representatives against and from any and all losses, costs, damages, liability, or expenses (including attorney's fees) arising from or by reason of any accident, bodily injury, property damage or other claims or occurrences to any person, including Exhibitor, its employees, agents, contractors, or any business invitees, arising out of or related to Exhibitor's occupancy or use of the Congress premises in the convention or in and adjacent to the Exhibit Facility, including storage and parking areas. The terms of this provision shall survive the termination or expiration of this Contract.

Copyrighted Works:

Exhibitor acknowledges and agrees that it shall be solely responsible for obtaining any licenses, permits, etc. which may be required for it to broadcast, perform or display any copyrighted materials including, but not limited to, music, video, and software. Exhibitor shall indemnify, defend and hold harmless OARSI, its directors, officers, agents, and representatives from and against any and all claims and expenses, including attorney's fees and costs, arising out of or related to Exhibitor's breach of this provision. The terms of this provision shall survive the termination or expiration of this Contract.

Alcoholic Beverages: Exhibitors shall not be permitted to sell, serve, or give away alcoholic beverages in the Exhibit Facility without the express written approval of OARSI.

Compliance with Laws:

Exhibitor shall be solely responsible for obtaining any necessary licenses and permits. Exhibitors shall bear responsibility for compliance with any and all local, city, state and federal safety, fire and health laws, ordinances and regulations, including the Policies, Rules and Regulations of the Exhibit Facility, regarding the installation, dismantle and operation of the exhibit. This information is included in the Exhibitor Service Manual.

Objectionable Displays

OARSI reserves the right to reject or terminate exhibit privileges of any Exhibitor including personnel in whole or in part, which because of notice, conduct of personnel, method of operation, materials, violations of Congress rules, or for other causes which OARSI believes are not compatible with the purpose of the Show, or any other reason in the opinion of OARSI, without liability for any refunds or other expenses incurred. If cause is not given, liability shall not exceed the refund to the Exhibitor of the amount of rental unearned at the time of ejection. If an exhibit or Exhibitor is ejected for violation of these rules or for any other stated reason, OARSI shall have no liability for any refund or other expenses incurred.

Notice of Disability:

Exhibitor represents and warrants that its exhibit and product/service information shall comply with the Americans with Disabilities Act, its regulations and guidelines (collectively "ADA"). Exhibitor shall indemnify, defend and hold harmless OARSI, its directors, officers, agents, and representatives from and against any and all claims and expenses, including attorney's fees and costs, arising out of or related to Exhibitor's breach of this provision or noncompliance with any provision of the ADA. OARSI World Congress will make reasonable efforts to accommodate persons with disabilities. If you have special needs, please contact Shannon Fagan, World Congress Meeting Manager sfagan@oarsi.org.

Changes

OARSI reserves the right to make any reasonable changes in the rules necessary to insure the health and safety of those in attendance, the Exhibitors, the significance of the Congress, and the harmony of operation. Exhibitors shall be advised of any such changes by written bulletin, and such changes shall be binding. If there is any conflict between this Contract and any subsequent rule changes made by written bulletin, the written bulletin shall control

Subleasing – Exhibitor may not sublet, sub-divide or assign its space, or any part thereof, without the express written approval of OARSI.

EXHIBIT & SPONSOR RULES:**Code of Conduct:**

Exhibitors and Sponsors must comply with OARSI Code of Conduct as posted on the event website.

Hospitality/Other Functions:

Without express written approval of OARSI, Exhibitors and Sponsors are prohibited from scheduling private functions, cocktail parties, special events or other hospitality functions during official Congress hours or during hours when an OARSI activity is being held.

Exhibitors and Sponsors shall not display products/ services and/or other advertising material in areas outside their booth space including, but not limited to, parking lots, hotel lobbies, hotel guestrooms, lounges, and corridors, without express written approval from OARSI. Unauthorized facility tours are also prohibited.

Photography:

Exhibitor, its employees or agents, Sponsors, and Attendees are not allowed to bring camera or video equipment into any part of the exhibition area. Attendees wishing to take any photographs must obtain prior written permission from OARSI. Disregard for this rule shall constitute cause for IMMEDIATE expulsion from the Congress and Exhibitor or attendee shall forfeit all fees paid to OARSI.

Force Majeure:

Should any circumstance beyond the control of, and not the fault of, OARSI prevent or materially affect the Congress from being held as scheduled, or the exhibit space not being available for uses herein specified, including but not limited to, due to war, governmental action or order, act of God, fire, weather events, curtailment of transportation facilities, strikes, labor disputes, disease, or epidemic, this Contract shall immediately terminate. OARSI reserves the right to retain such part of the Exhibitor's exhibit booth fee and/or Sponsorship fee, as shall be required to recompense it for expenses incurred up to the time such contingency shall have occurred.

LUNCHEON SATELLITE SESSIONS GUIDELINES:

Every effort will be made to accommodate sponsor's selected symposium timeslot. Slots are filled on a first-request basis. Symposia, or any portion of them, including on-site registration and question-and-answer sessions, may only be held during the designated hours.

Eligibility: OARSI prohibits any company that is not a current Corporate Member to host a satellite symposium.

Disclaimer:

- OARSI is not responsible for unsatisfactory attendance and/or marketing of satellite symposia.
- The opinions presented at the satellite symposia are solely those of the speaker and the commercial supporter. They do not represent the opinion of the OARSI. OARSI does not review the full presentations, contents or evaluate the products or services discussed at these sessions and makes no warranty, endorsement or recommendation regarding the safety, effectiveness, quality or costs of such products or services.
- OARSI does not provide CME credit for these programs.
- OARSI reserves the right to have an OARSI staff member or volunteer onsite to monitor the scope and content of your symposium.

Location: Space for each symposium will be assigned within the designated space at the Messe Wien Exhibition and Congress Center by OARSI staff. Space assignments will be confirmed in January 2024.

Cancellation: OARSI must be notified promptly in writing of the cancellation of any scheduled satellite event 30 days in advance or sooner if possible. **No refunds will be issued for cancelled events.** In the event of cancellation, OARSI will not be responsible for canceling any arrangements that may have been made by the organizer/sponsoring company in connection with the proposed event. In addition, OARSI will not be responsible for any penalties and/or costs incurred for the cancelled event.

15-MINUTE THEATER SESSION GUIDELINES:

Every effort will be made to accommodate sponsor's selected timeslot. Slots are filled on a first-request basis. Theater Session must promptly begin and end within your allotted timeslot.

- OARSI is not responsible for unsatisfactory attendance.
- The opinions presented at the Theater Session are solely those of the speaker and the commercial supporter. They do not represent the opinion of the OARSI. OARSI does not review the full presentations, contents or evaluate the products or services discussed at these sessions and make no warranty, endorsement or recommendation regarding the safety, effectiveness, quality or costs of such products or services.
- OARSI reserves the right to have an OARSI staff member or volunteer onsite to monitor the scope and content of your session.

Location: Theater Sessions will take place in or near the Exhibit/Poster Hall. Specific space/room assignment will be confirmed in January 2024.

Cancellation: OARSI must be notified promptly in writing of the cancellation of any scheduled satellite event 30 days in advance or sooner if possible. No refunds will be issued for cancelled events.

MEETING ROOM RENTAL GUIDELINES:

All Meeting Space Rentals must be coordinated and approved by OARSI. Room Rental fees will apply.

- Meeting participants must be registered Congress attendees – no outside persons permitted.
- Room Rental Requests must be submitted in full, prior to the assignment of space.
- Catering must be ordered directly through the venue
- Audiovisual must be ordered through the OARSI designated AV provider.

Questions may be directed to Dana Groves, Industry Relations Manager, (856) 642-4434 or dgroves@oarsi.org