

# Terms for Sponsorship and Exhibition

## **Acceptance of General Terms**

Those wishing to participate as a sponsor or exhibitor unreservedly accept, and undertake to comply with these general terms. The event organiser reserves the right to give notice should any new provisions, circumstances or changes in the interest of the event occur.

## **Letter of Commitment**

If you would like to be a sponsor or exhibitor, please complete and return the relevant booking / application form(s) ensuring that you indicate you have read and agree to the General Terms for Sponsorship and Exhibition at the 2019 PSI Conference. Upon receipt of the completed booking form, MCI UK Ltd will then proceed to issue your company the necessary invoice with full payment instructions.

## **Cancellation of an Annual Conference of PSI**

It is mutually agreed that in the event of total or partial cancellation of the meeting due to fire, strike, natural disaster (either threatened or actual), government regulations or causes which would prevent its scheduled opening or continuance, this agreement will be terminated immediately, and PSI shall determine an equitable basis for the refund of a portion of the sponsorship item(s) purchased, after due consideration of expenditures and commitments already made. Under no circumstances is PSI responsible for any exhibitor's expenses (such as travel, lodging, or exhibit shipping), or any other incidental or consequential damages.

## **Payment Terms**

All prices are quoted exclusive of VAT, unless otherwise stated. UK VAT (20%) will be charged on all sponsorship fees, with the exception of businesses established in the EU on the provision of their VAT number.

MCI UK Ltd will invoice sponsors on behalf of PSI.

- All payments must be made in GBP and must be received by PSI prior to the Conference.
- If full sponsorship fees are not received before the 28<sup>th</sup> May 2019 entry will be denied.
- If a sponsor pays registration fees for invited participants, these fees cannot be offset against the sponsorship amount; this applies to all categories of sponsoring partners.
- Registration fees must be paid separately in all cases - ref GBP payment.

## **Cancellation Policy**

Cancellations and changes to your original booking must be made in writing to MCI UK Ltd. For cancellations made:

- The deposit will be lost if the exhibition stand is cancelled.
- Before 22<sup>nd</sup> March 2019, 50% of the total cost of each item will be retained.
- From 23<sup>rd</sup> March 2019, 100% of the total cost will be retained.

## **Unscheduled Meetings and Events**

During the Annual Meeting, no participant, sponsor or exhibitor may organise, attend or favour meetings, gatherings or any other events, relating to the topics covered by the conference, which shall not have been reported to, and approved by, the organising committee beforehand.

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## **Staffing of Stands**

Exhibitors will be required to ensure that their stands are staffed during the opening hours of the exhibition and must not dismantle their stands before the published closing time.

## **Exhibition Stand and Technical Information**

To ensure that you are able to install and display your pop up stand to the satisfaction of all parties involved, please forward the following information to MCI UK Ltd for official approval:

- Name and contact details of the person in charge of your exhibition stand
- A member of the company to be at the venue to receive any deliveries or collections. PSI cannot accept deliveries on Exhibitor/Sponsors behalf
- Confirmed time of when Exhibitor/Sponsor will set up on Sunday
- The deadline to receive the information above **Friday 10<sup>th</sup> May 2019.**

## **Product Disclaimer**

PSI does not, in any manner, endorse any of the products or services related to the exhibitions which have been accepted for display during the meeting.

## **PSI Conference Logo**

For the Annual Conference of PSI, exhibitors and sponsors are permitted to use the PSI logo which can be obtained from the organisers upon request.

## **Security and Insurance**

The Organisers will not be held responsible for any loss or damage to exhibitor's goods and exhibitors are reminded that they should undertake the arrangement of a public liability insurance policy providing cover for any/all loss/damage caused to third parties for which it is liable (including all regular and temporary staff). The policy shall include a 'rental risks' clause to cover loss, theft, damage to all/any equipment that it is the custodian. Upon request, the organiser will be provided with copies of such policies.

## **Health and Safety at Work Regulations**

It is the responsibility of the exhibitor to ensure that his contractor, employees, displays and exhibits comply with the latest legislation regarding Health and Safety at Work regulations.

## **Damage**

Sponsors and exhibitors shall leave the area where they are to exhibit in the same good condition that it was found in and will be liable for any damage caused as a result of their facilities and decoration. This also applies to any hired equipment from MCI or the Venue.

## **Distribution of Materials**

Any distribution of advertising materials, corporate leaflets, invitations or flyers may only be carried out from the exhibitors stand or within the pre-reserved meeting room. Please seek approval prior to handing out any consumable products. It is prohibited to offer hot beverages from any exhibition stand on this occasion.

## **Intellectual Property**

Unless otherwise provided for in writing, the copyright and other intellectual property rights held over all the organiser's offers, publications and other products or services shall remain its property. Any rights which may be granted by the organiser are destined for the participant's sole use and may not be assigned, transferred or granted under sub-licences without the organiser's prior agreement. Granted rights shall be non-exclusive. The

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participant shall not acquire any intellectual property right over the services and products offered by the organiser.

## **Trademarks and Logos**

The sponsors and exhibitors shall be personally responsible for any authorisations relating to copyright or related rights, originating from the elements of any nature whatsoever which it provides or uses during the event. It shall hold the organiser harmless as regards any action in this respect. Moreover, the participant hereby expressly authorises the organiser to use the candidate's trademarks and logos within the strict framework of the event for its organisation and promotion.

## **Data protection clause – order form - Exhibitors and sponsors**

1. In accordance with European data protection regulation, in particular Regulation (EU) No. 2016/679 on the protection of natural persons with regard to the processing of personal data, MCI Group, as data controller, processes the exhibitor/sponsor's personal data for the purposes of (i) managing and organising the event, in particular the management of exhibitor/sponsor's stand (ii) managing and organising prospecting and loyalty (iii) enabling the exhibitor/sponsor to benefit from our services (iv) enabling the exhibitor/sponsor to receive our news. These data processing have as legal basis the execution of the contract: the information we collect is necessary for the implementation of the contract to which the exhibitor/sponsor has adhered, failing which the contract cannot be executed.

Exhibitor/sponsor's data are retained for the time necessary for processing purposes, namely 5 years from the end of the business relationship.

For processing purposes, the data of the exhibitor/sponsor's data - or transmitted by him - will be transmitted to the following recipients: management service providers of our Customer Relationship Manager, service providers in charge of management, event service providers (reception service providers, security, printing, etc.).

The data necessary for MCI Group to fulfil the purposes described above are those appearing on this order form. In accordance with the regulations in force, the exhibitor/sponsor benefits from a right of access, rectification, limitation, deletion and portability on his data.

The exhibitor/sponsor may also object to the processing of his personal data concerning him and lodge a complaint with the data protection and control authority. The exhibitor/sponsor may exercise his rights by sending a request to the following address - [james.hampton@mci-group.com](mailto:james.hampton@mci-group.com) or by contacting our Data Protection Officer (DPO) : [anne.lesca@mci-group.com](mailto:anne.lesca@mci-group.com)

2. In any event, the exhibitor/sponsor acknowledges compliance with European data protection regulations for its own processing, including Regulation (EU) No. 2016/679 on the protection of personal data, foremost among which the integrity and confidentiality of data communicated by participants and compliance with their data-retention periods. In case of communication to MCI by the exhibitor/sponsor of a personal data file, the exhibitor/sponsor acknowledges having informed and obtained the consent of the person(s) concerned by this co