

# TERMS AND CONDITIONS OF PARTICIPATION IN THE EURBEE2024 CONGRESS

## ORGANISERS

the Estonian University of Life Sciences

Represented by

Publicon OÜ

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## GENERAL PROVISIONS

The terms and conditions of participation form an agreement between the Organiser (Publicon OÜ) and the Exhibitor/Sponsor. By signing the terms and conditions of participation, the Exhibitor/Sponsor or his/her representative agrees to follow the terms and conditions of participation and guide other employees of the representative authority regarding the congress exhibition to follow additional instructions and orders given by the Organiser if these help to make the work of the exhibition more effective and provide safety for guests and Exhibitors during the work period of the exhibition.

### 1. TIME AND PLACE

**Time:** September 16-19, 2024

**Place:** Creative Hub

Kursi 3, 10415 Tallinn, Estonia

### 2. EXHIBITORS & SPONSORS

**The Exhibitor** is a legal or natural person who:

- a) Takes part in the EURBEE2024 congress (hereinafter the congress) as an Exhibitor;
- b) Registers him/herself as a Sponsor/Exhibitor for the congress via the registration form;
- c) Pays a registration fee;
- d) Accepts the terms and conditions of participation in the congress and confirms it with a registration in the sponsor registration form.

**The Sponsor** is a legal or natural person who:

- a) Supports the congress based on the sponsorship prospectus "[EURBEE2024 SPONSORSHIP & EXHIBITION OPPORTUNITIES](#)" with a sponsoring option that includes an exhibition space or with a special project that does not have an exhibition space included;
- b) Registers him/herself as a Sponsor for congress via the registration form;
- c) Pays the fee of the sponsorship option chosen;
- d) Accepts the terms and conditions of participation in the congress and confirms it with a registration in the sponsor registration form.

### 3. EXHIBITION SPACE

The exhibition space is a floor space at the venue of the Creative Hub that is being rented out to the Exhibitor/Sponsor by the Organiser. The exhibition areas are located in high traffic areas between the session halls. Exhibition spaces include:

- Secretariat services (registration, staff support etc.);
- One 4.5A 220V 1.0kW power supply EU standard outlet and Wi-Fi;
- General cleaning service (the exhibition area's floors will be cleaned at the end of every congress day).

Orders for exhibition spaces are handled according to the time when the order was received. Priority is given according to the sponsorship level, date of application and payment of the first instalment. The Organiser sets the

final location for the spaces, at the same time taking into consideration the wishes of the Exhibitor about the location of the exhibition space, if possible.

Orders for exhibition spaces are confirmed when payment for the issued invoice has been received by the Organiser. The order for an exhibition space will be cancelled if the invoice has not been paid on time.

The Exhibitor/Sponsor is not entitled to rent out or transfer a space or a part of it to third parties without the prior written consent of the Organiser.

#### **4. PAYMENT TERMS AND CONDITIONS**

The Exhibitor/Sponsor shall be obliged to pay the fee for the exhibition space and/or Sponsor package to the bank account of the Organiser within the time limit stipulated on the invoice issued by the Organiser. After registering as a Sponsor/Exhibitor, an invoice will be composed and sent according to the details given.

If the payment has not been received within 14 days, the reserved exhibition space will be released.

The Exhibitor will be able to start using the exhibition space rented by the Exhibitor only if the amount stated on the invoice has been paid to the Organiser's bank account or after submitting the payment order of the invoice to the Organiser.

#### **5. CANCELLATION OF ORDER**

The filled registration form by the Exhibitor is considered as a binding agreement. If an exhibition space confirmed in writing has to be cancelled by the Exhibitor/Sponsor, written cancellation of the total or partial exhibition space will be accepted under the following conditions:

- Cancellation from August 1, 2024: no refund.

#### **6. VENUE**

Fastening objects to the Creative Hub walls, floors, railings, glass surfaces or other constructions must be executed in such a way that causes no damage to the building. Walls, floors, railings, glass surfaces, and other constructions must be returned in their original condition, without traces of fastening materials. It is not permitted to drill holes into any surfaces in the Creative Hub. The owner of the premises must be promptly informed of and compensated for any damages (including to the floors, walls, doors, gates, support and bearing structures, windows etc., of the building).

Exhibitors and Sponsors shall undertake to remove all equipment and items that they have brought to the location and transport them away from Creative Hub and its grounds after the event. The Organiser is will not take responsibility in ordering the delivery service for the Sponsors/Exhibitors belongings. Inventory, that has been left behind will be destroyed within three days or the Organiser will charge a service fee of 100€ + VAT for organising the delivery for the belongings that are left behind.

It is strictly forbidden to perform electrical work in the Creative Hub. All electrical installations and equipment used on the premises of Creative Hub must meet applicable legislative and regulatory requirements. All used electrical installations and materials must be certified, indicating their compliance with the requirements applicable in Estonia (EEI). Parameters indicating power consumption per socket: voltage 220/380 V ±5%, frequency 50 Hz, electrical power 1 kW.

#### **7. RESPONSIBILITIES OF THE ORGANISER**

The Organiser shall not perform any transactions that are prohibited by local or other anti-corruption laws that may be applicable to one or both of the contracting parties.

The Organiser is responsible for the general order and safety in the venue and territory of the exhibition venue during the time of the exhibition relying on the Organiser's security service and/or additionally involved security bodies. The Organiser is not responsible for the safety of exhibitions and constructions and for the damages and loss of materials and equipment during the time of the mantling, exhibition and dismantling. The Organiser does not take responsibility for damages incurred by *Force Majeure*. The Organiser does not take responsibility for damages and the disappearance of personal items.

The Organiser is responsible for fire safety in the pavilions and on the territory of the congress venue. In order to use flammable and explosive substances and materials in the venue of the exhibition, permission, in accordance with the Organiser, shall be granted by the Rescue Board of North-Estonia. Smoking is prohibited inside the exhibition venue. Smoking is allowed outside the building in the designated place that is marked accordingly.

The Organiser is not responsible for the accuracy and content of information provided by the Exhibitors and Sponsors.

#### **8. RESPONSIBILITIES OF EXHIBITORS & SPONSORS**

The Exhibitor is responsible for the exhibition space, inventory, materials and equipment on his/her property and for the damages and loss caused to these things from the moment of acceptance until returning these things to the Organiser.

The Exhibitor is responsible for detecting the condition of the exhibition space, inventory, equipment and materials, possible defects, etc. on the assignment of these things from the Organiser to the Exhibitor and shall notify the Organiser immediately if any problems occurred. Claims received later shall not be accepted, possible defects and damages shall be deemed to be made by the Exhibitor and shall be reimbursed according to a respective price list.

The Exhibitor shall be obliged to return the exhibition space, inventory, materials and equipment on his/her property to the representative of the Organiser at the end of the exhibition. The Exhibitor is responsible for the reimbursement of damages caused to the exhibition space, inventory, equipment and materials on his/her property; the Exhibitor is responsible for the replacement of lost or completely destroyed inventory, equipment, materials and building constructions by equal items or reimburse to the Organiser the price of the items according to a respective price list. The Exhibitor is prohibited from renting out the space rented from the Organiser. The storage of bottles and packages behind booths is prohibited.

The Exhibitor shall not disturb neighbouring exhibition spaces with his/her activities or noise. If the Organiser has constantly received complaints from other Exhibitors about a certain activity or noise and the Exhibitor has not stopped the activity that disturbs other people, although the Organiser has requested it many times, the Organiser then has the right to use a penalty (electricity supply interruptions, imposition of a fine) or remove the Exhibitor from the congress exhibition. Costs occurring to the Exhibitor due to the removal of him/her from the exhibition regarding violations shall not be reimbursed by the Organiser.

The obligation of the Exhibitor on the last day of the exhibition is to return the exhibition space to the Organiser.

On the last day on 19 September 2024, departure without the permission given by the Organiser is prohibited.

The Exhibitor takes full responsibility for retailing in the exhibition stand at the time of the event; for applying for any necessary permits; and for adhering to all legislative requirements.

The Exhibitor/Sponsor shall not perform any transactions that are prohibited by local or other anti-corruption laws that may be applicable to one or both of the contracting parties.

#### **9. COMPLAINTS**

All bilateral complaints shall be submitted in written form during the working period of the congress exhibition. Complaints submitted after that period shall not be taken into account. The complaints shall be solved by negotiations. If an agreement is not reached, the disputes shall be solved in Harju County Court.

#### **10. GENERAL PROVISIONS**

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