



www.isa2018.org

# XVIII<sup>th</sup> International Symposium on Atherosclerosis

June 9–12, 2018

Canada  
Toronto



## ISA 2018 Sponsorship & Exhibition Conditions

### Booth Rules and Regulations

1. Assigned exhibit/display space must be staffed at all times throughout designated show hours.
2. No background may be placed to obstruct, block or interfere with the lighting or visibility of an adjacent booth. Booth and display structures shall not exceed the given size requirements. Aisle space may not be used for exhibit purposes or for solicitation of business. Sidewalls of a single “inline” or corner booth may be no higher than 3 feet to ensure there is no obstruction of an adjacent booth. The height of the back wall or middle structure should be no more than 12’ feet high.
3. Distribution of materials outside the booth is expressly forbidden.
4. Distribution of samples, etc. is permitted providing it does not interfere with an adjoining Exhibitor and is conducted in a dignified manner. Noisemakers, blinking lights or any action which, in the opinion of the ISA2018 Executive and Symposium Secretariat, MCI Group Canada Inc., may be a source of annoyance or danger to the health or safety of others will not be permitted. A list of samples should be submitted to the ISA2018 Executive and the Symposium Secretariat, MCI Group Canada Inc. prior to the commencements of the Symposium /Exhibit.
5. The Exhibitor shall not close or remove the exhibit until the conclusion of the entire Trade Show, unless otherwise directed by the ISA2018 Executive and the Symposium Secretariat, MCI Group Canada Inc.
6. Prizes, drawings and contests are permitted, in accordance with Ontario lottery guidelines. Exhibitors are responsible to ensure that entries to their contests are by individuals they define as qualified. ISA2018 Executive will not take responsibility for winners who are not qualified to enter according to exhibitor company rules.
7. No signs or other articles are to be fastened to the walls, drapes, ceilings, etc. by any method whatsoever. The use of thumbtacks, scotch or double-sided tape, nails, screws, bolts or any tools or material which could mark the floor or walls is strictly prohibited. Robots, or other remote-control devices, should be limited only to the Exhibitor’s space. If you have any such

devices that may not fit in your assigned space, please contact the Symposium Secretariat, MCI Group Canada Inc. prior to the trade show and we will try to accommodate your needs.

8. The Exhibitor shall be responsible for all damage to structures, furnishings, etc. which may be caused by their representatives, employees or guests. All exhibits not in accordance with booth regulations and any proposed structural changes must be forwarded to the Symposium Secretariat, MCI Group Canada Inc. for written approval prior to May 8, 2018.
9. The recording, either audio or video, of any event is not permitted without prior written authorization by the ISA2018 Executive.
10. Exhibitors may not assign, sublet or apportion all or any part of the space contracted for/by them, and may not advertise or display goods or services other than those manufactured, distributed, or sold by them in the regular course of their business. Space contracted for/by an exhibitor is for the sole use of that exhibitor.
11. Exhibitors wishing to make special security arrangements for their exhibit are required, at their own expense, to utilize the services of the official security firm for this event. Please notify the Symposium Secretariat, MCI Group Canada Inc. of any special requirements.
12. Only exhibitor personnel wearing official show badges may enter the exhibit hall one hour prior to the opening of the exhibition and may remain in the exhibit hall one hour after the close of the exhibition each day. If extra access is required, exhibitor personnel will need to receive prior approval from the Symposium Secretariat, MCI Group Canada Inc.

## **General Rules and Regulations**

### **Cancellation Notification & Refunds**

Please note that all ISA2018 Sponsorship and Exhibit fees are subject to the Cancellation & Refund Conditions below:

- Notification by 5:00 PM PT December 5, 2017  
- A 50% refund will be granted.
- Notifications received after 5:00 PM PT December 5, 2017 are 100% non-refundable.

**All requests for cancellation of sponsorship and/ or exhibit space must be received in writing.**

### **Quality of Display**

Agents, solicitors, and representatives of firms promoting commercial products in connection with the Symposium will not be permitted to use rooms and space elsewhere at the Metro Toronto Convention Centre for display of their products, without the permission of the Symposium Secretariat, MCI Group Canada Inc. Advertising, solicitation and distribution of literature for commercial products will not be permitted except in the booth space assigned in the Exhibit Hall and then only with the prior written approval of the Symposium Secretariat, MCI Group Canada Inc. and in accordance with such rules,

regulations or conditions as the Symposium Secretariat, MCI Group Canada Inc. may impose in that regard.

### **Material Handling**

Exhibitors are responsible for the shipment of their exhibits, furniture and materials. The Official Carrier and Show Services Company for ISA2018 Symposium will be listed in the exhibitor manual. Show services staff is in charge of handling from the loading dock to the booth and back to the dock at the end of the show. Refer to the handling form in the exhibitor manual. Note: Exhibitors or exhibit contractors with specialized or dedicated equipment needs should contact Show Services. Exhibitors who do not use the services of the Exclusive Drayage Contractor must be prepared to supply their own labour, dollies and hand trucks etc. for unloading their material at the Metro Toronto Convention Centre.

### **Exhibit Hall Access / Floor Capacity**

All freight entering the exhibit hall must enter through the appropriate loading bays as determined by the Metro Toronto Convention Centre. It is strictly prohibited to utilize the public entrance for the movement of furniture, equipment or materials. The right to exhibit is limited to those individuals, partnerships, and corporations who have submitted a duly completed and executed Sponsor/Exhibitor Commitment Form, which has been accepted by notify the Symposium Secretariat, MCI Group Canada Inc. and who have paid in full for their exhibit or display space by May 8, 2018. Only personnel authorized by notify the Symposium Secretariat, MCI Group Canada Inc. shall participate in the set-up, operation and dismantling of booths. Any violation of this ruling, false certification, or misuse of Exhibitor's badges will result in the expulsion of the violator from the exposition hall and Symposium without obligation by notify the Symposium Secretariat, MCI Group Canada Inc. to refund exhibit fees or honor claims for damage.

### **Lighting and Electrical Requirements**

Adequate general lighting as determined by the Symposium Secretariat, MCI Group Canada Inc. will be furnished in the exhibit hall. Special lighting and electrical requirements can be arranged in advance directly through the Metro Toronto Convention Centre at the users cost. NOTE: Any additional wiring, installation and connections shall be made at the Exhibitor's expense and solely by personnel designated by the Symposium Secretariat, MCI Group Canada Inc. Power conditioning and spike protection is the responsibility of the exhibitor. All electrical equipment in use at the event and lighting used in display booths must conform to the rules of the Canadian Electrical Code. The Symposium Secretariat, MCI Group Canada Inc., shall not be held liable either for damage or loss caused by technical faults resulting from fluctuations in electrical supply, or from Acts of God, or for interruptions in supply ordered by the public electricity utility.

### **Fire Safety and Use of Hazardous Materials**

The Ontario Fire Department and the Metro Toronto Convention Centre regulations are rigorously enforced. Fire hose cabinets must be left accessible and in full view at all times. All aisles must be kept clear and all emergency exits unobstructed. All drapes, table coverings, display materials and papers used for decorating purposes must be flameproof and subject to inspection by the Ontario Fire Department and the Metro Toronto Convention Centre. No flammable fluids or substances may be used or shown in booths. Dust covers, if required, must be supplied by the exhibitor and must be flameproof.

It is the responsibility of each Exhibitor to ensure that all parties providing services to the Exhibitors in respect of drapes, table coverings, display materials and papers used for decorating purposes or otherwise comply with the regulations in this paragraph.

### **Insurance & Liability**

Exhibitors must maintain and enforce at all times during the Symposium, policies of fire, theft, or other insurance to cover all risks. The Symposium Secretariat, MCI Group Canada Inc. will take every reasonable precaution to prevent loss to Exhibitor's goods, but under no circumstances will either the Symposium Secretariat, MCI Group Canada Inc. or the Official Suppliers assume any responsibility for loss and damage which might ensue from any cause in connection with transfer, installation, maintenance or removal of exhibits. Neither the Symposium Secretariat, MCI Group Canada Inc., nor the Official Suppliers will be responsible, in any way, for goods while on exhibit or in storage. Security personnel will be on duty during move-in, show hours, and move-out, but neither the Symposium Secretariat, (MCI Group Canada Inc.), Symposium Hosts, the Metro Toronto Convention Centre, nor any Official Suppliers will assume any responsibility for loss or damage caused to Exhibitors by fire, theft, damage, personal injury or otherwise. Exhibitors are responsible, at their own expense, to maintain Commercial General Liability Insurance on an occurrence basis for a minimum amount of \$5,000,000 per occurrence and such other forms of insurance as maybe appropriate to cover obligations in connection with exhibiting at ISA2018 Symposium. The Commercial General Liability insurance policy must name the ISA2018, MCI Group Canada Inc., and the Metro Toronto Convention Centre, as additional insureds.

**A certificate of insurance must be received by the Symposium Secretariat, MCI Group Canada Inc. prior to confirmation of booth location.**

The ISA2018 Symposium Secretariat – MCI Group Canada Inc. and Host Organization – The International Atherosclerosis Society (IAS), will not accept any liability for personal accidents, loss or damage to the private property of delegates or exhibitors, either directly or indirectly arising from their participation at the ISA2018 Symposium.

### **Limitation of Liability**

Should the premises be destroyed or damaged by fire or the elements, Acts of God or by any other cause, or if any circumstances whatsoever, including strikes, shall make it impossible for the Symposium Secretariat, (MCI Group Canada Inc.) and Symposium Hosts to permit any Exhibitor(s) to occupy the premises, the Exhibitor shall pay for space only for the period the space was or could have been occupied by such Exhibitor(s). The Symposium Secretariat, MCI Group Canada Inc. is released from any and all claims for damage that might arise in consequence thereof. If for any reason the event is not held as proposed, or the event is interrupted, or an Exhibitor is, without being in breach or any provision of these Conditions and Regulations or otherwise in breach under its agreement with the Symposium Secretariat, MCI Group Canada Inc., unable for whatever reason to display its Exhibit in the manner contemplated hereby the Exhibitor shall be entitled to full and final compensation, for any loss, cost, damage or expense, direct or indirect, that it may incur, to be refunded all monies paid by the Exhibitor to the Symposium Secretariat, MCI Group Canada Inc. Upon repayment of all monies paid to the Exhibitor, the Symposium Secretariat (MCI Group Canada Inc.), and the Symposium Hosts (IAS) shall be released from all claims for damage, loss, cost or expense, direct or indirect, in the present or future. The Exhibitor shall indemnify and save the Symposium Secretariat (MCI Group Canada Inc.) and

Symposium Hosts (IAS) and hold harmless in respect of any and all claims for loss, costs, damage or expense by the Exposition or anyone claiming under, by or through the Exhibitor.

### **Exhibitor Advertising and Promotion**

Advertising and promotion must be limited to the confines of the assigned exhibit booth. The Symposium Secretariat, MCI Group Canada Inc. reserves the right to ban what it may consider objectionable premiums or novelties, and to prevent the sale or distribution of any article or product which it believes might endanger the health and safety of those attending the trade show. Handouts and/or brochures may only be distributed within the Exhibitor's assigned booth space inside the Trade Show. Handouts and/or brochures must not be placed on the Symposium meeting chairs or anywhere else without prior written special permission from the Symposium Management.

The distribution by non-exhibitors of advertising material, magazines and brochures on the Symposium site is strictly forbidden.

### **Compliance with Regulations**

The Symposium Secretariat, MCI Group Canada Inc. reserves the right to take such action and to make such changes including changes to these Conditions and Regulations as are considered necessary or desirable to the efficient and proper conduct of the Trade Show. The Symposium Secretariat, MCI Group Canada Inc. reserves the right to restrict exhibits or terminate the contracts of Exhibitors which, because of noise or any other reason, becomes objectionable. The Symposium Secretariat, MCI Group Canada Inc. is released from any and all claims for damage, which might result in consequence thereof.

All matters not covered in these regulations are subject to the decision and control of the Symposium Secretariat, MCI Group Canada Inc. notwithstanding anything in the application for space or contained in these regulations. No verbal arrangements or any variation of the Agreement or its conditions is binding on the Symposium Secretariat, MCI Group Canada Inc. unless confirmed to the Exhibitor in writing by the Symposium Secretariat, MCI Group Canada Inc.

**For more information, please contact the ISA2018 Symposium Secretariat at:**

Email: [isa-logistics@mci-group.com](mailto:isa-logistics@mci-group.com)

### **Code in Canada**

Innovative Medicines Canada represents Canada's innovative pharmaceutical industry dedicated to improving the health of Canadians through the discovery and development of new medicines.

The ISA2018 is committed to compliance with the Code of Ethical Practices and as such we will endeavour to provide our pharmaceutical partners with guidance while participating at the ISA2018. Its members and affiliates will not be held accountable for non-compliance. Members are responsible for their own conduct. It is also the responsibility of each Member to ensure compliance of their International Affiliates.

### **Helpful Links**

*Link to Innovative Medicines Canada 2016 Code of Ethical Practices*

[http://innovativemedicines.ca/wp-content/uploads/2015/06/IMC\\_Code\\_EN\\_Annotated.pdf](http://innovativemedicines.ca/wp-content/uploads/2015/06/IMC_Code_EN_Annotated.pdf)

*The complete policy detailing Health Canada's definition of advertising is available for review at:*

[http://hc-sc.gc.ca/dhp-mps/advert-publicit/pol/actv\\_promo\\_vs\\_info-eng.php](http://hc-sc.gc.ca/dhp-mps/advert-publicit/pol/actv_promo_vs_info-eng.php)

*Links to PAAB Code and ASC Codes:*

[http://www.paab.ca/en/paab\\_code/code/](http://www.paab.ca/en/paab_code/code/)

<http://www.adstandards.com/en/standards/thecode.aspx>