General Terms and Conditions of the 25th IFSCC Conference 2019 in Milan, Italy

1. Event
25th IFSCC Conference 2019

2. Event Organiser
YANEZ S.r.l. Via Guelfa 48/r 50129 Florence, Italy
Thereafter referred to as the “event organiser”.

3. Venue
MiCo Convention Centre - North Wing Level+1
Access: GATE 14 - Via Gattamelata
3.1. DELIVERY ADDRESS: Centro Congressi MiCo Ala Nord Level+1 - Access: GATE 13 - Via Gattamelata

4. General Opening Hours
Monday, September 30th 2019 08:00 – 19:00
(Workshops, Council Meeting & Opening Ceremony only Set-up exhibition Booths)
Tuesday, October 1st 2019 09:00 – 18:00
Wednesday, October 2nd 2019 09:00 – 18:00
Thursday, October 3rd 2019 08:00 – 19:00
(Booths Dismantling)

5. Scientific Program
10 scientific session conceptually linked to 10 Planets of the Solar System. Specific Sessions will be organized to rise visibility to the Poster presentations.

6. Conference – Registration Fee
6.1. The cost of participation (full ticket) at the IFSCC Conference 2019 comprises the attendance at lectures, Access to the exhibition and poster exposition, Lunches and Coffees to be consumed at the Gourmet Buffet Stations, Participation to the Opening Ceremony and Welcome Reception, Participation to the Award Ceremony with Closing banquet.
DETAILS ON:
website www.ifsc2019.com
Area General Info / How and When to register
6.2. All prices are quoted in EUR VAT INCLUSIVE.

7. Conference – Terms of Payment
Balance is due 100% upon registration on the website

8. Conference – Cancellation Policy
Cancellation must be sent in writing to the event organisers by e-mail.
Prior to 01 April 2019: 50% of the total amount is due
After 01 April 2019 (GMT+1): 100% of the total amount is due
- No-show: 100% of the total amount is due

9. Hospitality Suites - Participation fee
9.1. The cost of participation at the IFSCC Conference 2019 - Hospitality Suites comprises of room rental fees and equipment pursuant to the exhibitor agreement.
9.2. All prices are quoted in EUR plus VAT if applicable.

10. Hospitality Suites – Terms of Payment
Balance is due 100% after receipt of the invoice.

11. Hospitality Suites – Cancellation Policy
Cancellation must be sent in writing to the organisers by e-mail.
- Prior to December 31st 2018: 50% of the total amount is due
- After December 31st 2018 (GMT+1): 100% of the total amount is due
- No-show: 100% of the total amount is due

12. Exhibition – Participation Fee
12.1. The cost of participation at the IFSCC Conference 2019 Exhibition comprises of booth rental fees and equipment pursuant to the exhibitor agreement.
12.2. All prices are quoted in EUR plus VAT if applicable. The relevant current price list is applicable.

13. Exhibition – Terms of Payment
Balance is due 100% by March 30th 2019

14. Exhibition – Cancellation Policy
Cancellation must be sent in writing to the organisers by e-mail.
- Prior to December 31st 2018: 50% of the total amount is due
- After December 31st 2018: 100% of the total amount is due
- No-show: 100% of the total amount is due
15. Exhibition – Booth Set-Up and Dismantling
Stands can be set up on Monday 30 September from 8.00 to 19.00
15.1. To access the loading / unloading area it is necessary to register vehicles and people on the Exhibitors Services Portal https://es.fieramilanocongressi.it/
Access is via GATE 13 Via Gattamelata - Milan
Usually for shell scheme booths
1 vehicle pass + 2 people pass are included
For Custom-tailored booths
2 vehicle pass + 6 people pass are included
15.2. Optional furniture
Purchase of special furniture or interior design items will be possible by writing a detailed description of the required items to the email address: organizingsecretariat@ifsc2019.com by 6th September
15.3. The exhibitor is obliged to participate in the exhibition and to operate the booth during the entire duration of the exhibition.
15.4. The event organisers shall provide in due time rented basic booths to those exhibitors who rented such booth from the event organisers, up until half day prior to commencement of the event.
15.5. Customized graphic service (For the creation and installation of graphics at the stand) will be possible by using the dedicated Exhibitor Service Portal https://es.fieramilanocongressi.it/ by 18th September
15.6. Booths shall be dismantled immediately after conclusion of the event. The exhibitors are obligated to remove their exhibition goods as well as any of their own additional equipment from the booths on Thursday 3 October from 8.00 to 19.00
15.7. Exhibition goods left after the stated deadlines may incur large amounts of storage by Fiera Milano Congressi.
15.8. Removal of exhibition goods and the dismantling of booths prior to the conclusion of the event is prohibited.

16. Waste Disposal
Removal of common waste (paper, plastic) is a load of organisation. Other types of special waste (setting up materials) must be disposed of directly from the exhibitors.

17. Exhibition – Booth Design and Layout
The exhibition booth must match the overall style of the exhibition and generally be easily built and dismantled at any time. The exhibitor undertakes to submit the plan for the booth to the event organisers upon request and to advise them of the booth design or the companies engaged to set-up the booth. Changes to the basic booth plan may only be applied after written consent is given by the event organisers.
17.1. The relevant specific official regulations must be adhered to upon erection and alteration of the booth. Police, fire brigade, safety and health inspection and regulatory authorities as well as representatives of the event location are to be granted access to the exhibition booths at all times and their directions must be followed.
17.2. The event organisers can demand that booths be altered or removed if the set-up is not permitted and if they do not comply with the exhibition terms and conditions. Should the exhibitor fail to comply, the removal or alteration can be undertaken by the event organisers at the cost of the exhibitor. Should the booth be closed for the same reason, no claim shall exist for refund of the participation fee.

17.3. Technical Guidelines
17.3.1. The booths will be marked by the event organisers in a uniform manner with wooden walls m3 h. white painted, coloured carpet with Company Name diam. cm. 70, one for each side open. Stand equipment includes: 1 table diam. cm. 80 for stand 9 and 12 sm. / 2 tables for stand 15sm, 3 chairs, 1 waste bin, 1 multiple socket (MAX 3Kw), 2led spot lights, 1 coat rack.
17.3.2. Booths shall not exceed the stand limitations and borders.
17.3.3. All materials used for the booth design must be flame retardant.
17.4.4. Electrical equipment, which is installed by order of the exhibitor, must comply with Italian security rules. The event organisers can demand certification by the installation company for submission to the fire brigade and the building inspection authority. The exhibitor is liable for all personal or property damages.

18. Exhibition – General Technical Equipment and Services
18.1. Lightning and Air Conditioning/Heating
The event organisers shall arrange general heating, air conditioning and lighting.
18.2. Cleaning
Exhibitors and their contractors are responsible for the disposal of their rubbish/waste material. Exhibitors shall be informed of disposal facilities at the site.
18.2.1. The event organisers shall arrange cleaning of the grounds, the halls and the walkways.
18.2.3. The event organisers are responsible for cleaning of the booths, which must be completed daily prior to the commencement of the event.
18.2.4. In the interests of environmental protection and environmentally friendly exhibitions, the exhibitor is obligated to reduce the amount of packaging materials and rubbish as well as to use environmentally friendly and recyclable packaging, decorations and brochure materials.
19. Exhibition – Electrical Power Supply
19.1. Electricity (230 V at 50 Hz) shall be provided. Only one multiple socket is included.
19.2. All installation of electrical connections to the booths shall be exclusively undertaken by installation companies retained by the event organisers. Any interference by the exhibitor with the wiring system located in the halls is not permitted.
19.3. The event organisers reserve the right to inspect the electrical equipment and accessories.

20. Exhibition – Advertising and Promotion
20.1. The exhibitor may only use his booth for advertising purposes. Further display options may be available at additional costs. The event organisers has the right, in the interests of maintaining orderly exhibition operations, to revoke granted consent should justifiable complaints exist.
20.2. Official and copyright regulations must be taken into account.
20.3. Advertising material in breach of legal regulations, which is of an offense, ideological/religious or political nature, is not permitted. The event organisers shall determine whether advertising is permissible according to these terms. The conduction of surveys, tests, competitions, raffles or contests is not permitted outside of the booth. Surveys conducted by the event organisers are the exception.
20.4. Exhibitor’s Manual can be downloaded on website www.ifsc2019.com on Exhibition & Suites area

21. Electronic Data Processing
The exhibitor agrees to the event organisers saving and processing necessary exhibitor data for their purposes on data processors.
21.1. Wifi Service: A Wifi Service will be available in the exhibition area base (MiCo WiFi guest network) It is possible to purchase a dedicated connection through the Exhibitor Services Portal

22. Photographs, Illustrations, Films, Monitors
Advertising photographs, illustrations or filming of persons or exhibition items within the exhibition area is only permitted by persons, with valid identification issued by the event organisers.
22.1. The event organisers are entitled to arrange for photographs, illustrations and filming of exhibition sets and booths as well as of the exhibited items and to use same for advertising purposes or press releases. The exhibitor shall be excluded from making objections to same for any reason whatsoever. Same also applies to pictures taken by the press or television with the consent of the event organisers.

22.2. Photographs, illustrations and films compiled by the event organizers shall only be used by exhibitors with the consent of the event organizers.
22.3. For setting monitors to the stands, a specific request must be made to MiCo Customer Service, in order to confirm feasibility and methods of hanging up. Please note that a wall reinforcement will be necessary to allow a safe monitor support: reinforcement extra cost will have to be paid on the Exhibitor Service Portal.

23. Purpose of the Event Logo
The official event logo may be used by exhibitors in advertising their exhibition programme or in materials designed to attract visitors to their own company booth. Any other use of the logo without the written consent of the event organisers are not permitted. The same applies to the logo and/or pictures of the event location.

24. Possession
The event location / exhibition halls / congress halls exercise the right of possession for the period of set-up, duration and dismantling of the event and are entitled to issue instructions.

25. Amendments and Verbal Agreements
Any and all agreements, individual permits and special arrangements are required in writing. Verbal arrangements may only be binding for reasonably short time until a written authorisation can be given / granted.

26. Cancellation of the Event
26.1. The event organisers reserve the right to cancel or postpone a part of or the entire event.
26.2. If the event is cancelled, all money paid to the organisers for booth or space rental, will be refunded by 100%.

27. Insurance
27.1. The event organisers have liability insurance for its respective legal liabilities. This exclusively covers liability for personal injury and property damage, for which they could be made legally liable. Exhibitors are strongly recommended to carry and maintain liability insurance during the course of the event. 27.2. The event organisers are not liable for any damage to exhibition goods, booth equipment and/or any consequential damage.

IMPORTANT: Complete the mandatory insurance procedure purchasing the service from the Exhibitor Service https://es.fieramilanocongressi.it/e return the filled ins form to Marsh Spa (service managed by Fiera Milano) by 30th August.
20. Electronic Data Processing
The exhibitor agrees to the event organisers saving and processing necessary exhibitor data for their purposes on data processors.

Florence, December 2018

28. Place of Performance and Jurisdiction
Place of performance is Milan and the Forum of Milan shall have exclusive jurisdiction in respect of all reciprocal obligations. This agreement is governed by the Italian Law.

29. Force Majeure
In the unlikely event that the IFSCC Conference 2019 should be cancelled by the organisers, either party has the right to terminate their obligations under this agreement without liability.
Force majeure shall also include internal legal strikes with the operator/owner of the event location or with any other third parties contractually bound for the timely fulfilment of obligations pursuant to the agreement with the event organisers.

Please note that all the single items listed above shall be integrated with the "Technical Regulations" of the website www.ifsc2019.com on the area Exhibition & Suites