Annex 1
UEG Week Industry Guidelines and Terms & Conditions

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10 Application Terms & Conditions

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United European Gastroenterology (UEG) GmbH, hereinafter referred to as UEG - has developed the “UEG Week Industry Guidelines and Terms & Conditions” in order to ensure the smooth functioning of the official congress activities and optimal attendance by delegates and to maintain the highest level of ethics, fairness and transparency in our interaction with each other.

The guidelines govern the relationship between the organisers of the congress and the involved industry representatives before, during and after the annual UEG Week. The application by a company for sponsorship options and/or exhibition space implies acceptance of the UEG Week Industry Guidelines and Terms & Conditions.

Please read the guidelines carefully and share with the necessary colleagues and agencies involved in the organisation of your UEG Week activities.

For more detailed information regarding sponsorship levels and options, exhibition space, dates and deadlines, please see the Sponsoring & Exhibition Brochure.

Date of publication and effective from October 2016
Codes, Compliance and Ethical Business Practices Clause

Observance of Statutory Rules and Regulations
With respect to the use of the agreed exhibition space, the content of industry-sponsored symposia, advertising activities as well as the general admissibility of the activities which the company plans to perform at the congress, the company acknowledges that it shall be solely responsible for the observance of all statutory rules and regulations applicable to the jurisdiction in which the congress venue is located. It is being agreed that the organiser shall not be under any obligation to inform the company of such legal provisions.

Each sponsor and/or exhibitor is responsible for the material and information provided at the congress and may only display this at their stand, at their industry sponsored symposia or at an officially and legally approved site in compliance with both the legislation of the host country and of the congress.

Codes of Practice and Pharmaceutical Product Promotion
All companies and associations participating in 25th UEG Week 2017 are advised to consult the guidelines and codes of practice applicable to Spain and Barcelona. It is the sponsor’s / exhibitor’s responsibility to comply with the local authority’s regulations. The company hence accepts all liability in all cases of non-compliance with these codes.

- **Farmaindustria** – Spanish Association for the Pharmaceutical Industry
  http://www.farmaindustria.es/Farma_Public_ING/Codigo/index.htm
- **EFPPI – European Federation of Pharmaceutical Industries and Associations**
  http://www.efpia-e4ethics.eu/Farman_EFPPI/index.htm
- **IFPMA – International Federation of Pharmaceutical Manufacturers and Associations**
- **MedTech Europe – Represents the European Medical Technology Industry**
  http://www.medtecheurope.org/industry-themes/topic/93
- **EDMA – European Diagnostic Manufacturers Association**
- **COCIR – The European Coordination Committee of the Radiological, Electromedical and Healthcare IT Industry**
  http://www.cocir.org/
- **EACCME® – The European Accreditation Council for CME**
  http://www.uems.eu/uems-activities/accreditation/eaccme

Ethical Business Practices Clause
By becoming a sponsor and/or exhibitor of UEG Week, the company and UEG (the parties) agree to conduct the business contemplated herein in a manner, which is consistent with both the laws applicable to the respective party and the good business ethics. Specifically, the parties warrant that in connection with the agreement, they will conduct their activities in compliance with the anti-bribery/anti-corruption/anti-money-laundering laws being applicable to the respective party.

Further, the parties shall indemnify, that all books, records, invoices, and other documents relating to payments and expenses under the agreement are and shall be complete and accurate and reflect in reasonable detail the character and amount of transactions and expenditures.

Industry Sponsored Symposia Terms & Conditions

Programme & Faculty
Industry sponsored symposia organised by the pharmaceutical companies, the medical device industry or other companies will have, as their main objective, the dissemination of scientific data and innovation, which will enhance the congress experience for all participants. The organiser of each industry sponsored symposium must assume the responsibility for overseeing that the messages and conclusions presented during the symposium are based on hard scientific data.

The programme proposal will not be accepted if it is judged to be promotional rather than educational. No product names or brand names/trademarks are allowed in the symposium or presentation titles or in the scientific programme of industry sponsored symposia. The symposium or presentation titles may contain a generic name. The sponsor must inform the chairperson(s) / speakers of this responsibility.

The programme of an industry sponsored symposium is not affiliated with UEG and the responsibility for the content remains with the company.

Symposium and presentation titles, speakers’ names as well as the sponsors’ name will be included in dedicated sections in the UEG Week final programme, on the congress website and in the congress app after approval by the UEG Scientific Committee.

Travel expenses, hotel accommodation and congress registration for speakers/chairs are not included in the price for an industry sponsored symposium and speakers/chairs need to be registered as delegates. In case speakers/chairs of your symposium form part of UEG Week’s confirmed faculty, the above expenses will be taken care of by UEG in line with stipulated faculty packages* (this may imply that you still have to cover costs). Please note that active members of the UEG Scientific Committee and the UEG Council are not permitted to speak in or chair UEG Week industry sponsored symposia.

*faculty packages are subject to change at all times

Session Slot Allocation
Industry sponsored symposia will be running in parallel with other industry sponsored symposia. A maximum of five parallel symposia are scheduled but UEG reserves the right to adapt this number.
The application deadline for preferred sponsorship options and exhibition space is on Friday, February 10, 2017. After this date, all sponsorship and exhibition applications will be treated on a first-come, first-served basis.

Within the same level of sponsorship, the following ranking rules apply:

• 1st criterion: Total amount of the financial contribution for 25th UEG Week 2017.
• 2nd criterion: If two or more companies do show the same financial contribution the UEG point system will be applied.
• 3rd criterion: If there are still two or more companies showing the same level, date and time of application are used as criterion for ranking purposes and companies will be treated on a first-come, first-served basis.

The deadline to submit details for industry sponsored symposia programmes for the programme approval and time slot allocation is Friday, March 3, 2017. The following information need to be submitted to uegweek@ueg.eu:

• Topic, the symposium is related to (e.g. IBD, GERD, etc.)
• Working title of the symposium
• The three most preferred time slots (in chronological order)
• The three most preferred lecture rooms (a detailed list of provided rooms incl. capacities can be requested from uegweek@ueg.eu)
• Short summary of the general content of the symposium
• Tentative speakers’ names and titles of their presentations

The UEG Scientific Committee will approve titles of industry sponsored symposia by April 3, 2017 and will try to avoid an overlap of topics at the same time. Due to the numbers of industry sponsored symposia it cannot be guaranteed that there will be no interferences.

UEG will send a notification of time slots and session rooms to the organisers of approved industry sponsored symposia programmes starting on Monday, April 3, 2017.

Broadcasting

Live: Live or simultaneous broadcasting of industry sponsored symposia is not permitted.

Delayed: Industry sponsored symposia cannot be broadcasted in any way until the first Monday following the end of 25th UEG Week 2017.

Promotion & Give-Aways

All advertising measures (invitations, adverts, etc.) promoting the industry sponsored symposium need to show the note: “This symposium is not affiliated with UEG”. All artworks in relation to the industry sponsored symposium shall be submitted to uegweek@ueg.eu for prior approval.

Give-aways and printed matters may only be distributed in the space rented by the company in the exhibition hall, in their own company meeting rooms & business lounges and flyers may be distributed 30 min prior to their symposium directly in front of the respective lecture room. For breakfast meetings the sponsor is entitled to distribute flyers in a given 30 min time slot (location and time slot will be provided and approved by UEG). Such material must not be distributed in any of the official congress hotels.

Sponsors may set-up displays (besides other advertising options) at the congress venue (location to be approved by UEG; production and set-up by the sponsor) on the day prior to the symposium until the end of the symposium as follows:

• 1 roll-up for a breakfast meeting
• 2 roll-ups* for a 90 min symposium
• Sponsors may set-up 1 roll (max. size of 1m width, 2m height) directly in front of the respective lecture room 30 min prior to the symposium
• Sponsors may print 1 poster (size Din A0) to announce the symposium and display it at a central poster wall provided by UEG
• Sponsors may publish their programme, abstracts and proceedings themselves

Companies are advised to adhere to industry standards (healthcare compliance rules) related to the value of give-aways they intend to give out in the lecture room of their symposium, which should preferably be of an educational or scientific nature. Contests, lotteries, raffles and quizzes are subject to approval by UEG.

* Companies that are entitled to displaying 2 roll-ups, are allowed to only place one per display area.

Rehearsals, Set-up and Dismantling

Companies must adhere to the indicated start and end times of the allocated time slot. Extensions beyond the assigned timing are not allowed under any circumstances.

Companies will have access to the lecture room, where the industry sponsored symposium will be held, 30 minutes prior to the assigned starting time if UEG Week Scientific Programme allows.
Lecture rooms should be completely vacated immediately after the end of the industry sponsored symposium. Please note that companies are responsible for removing all materials, waste, etc. from the room.

Installations or alterations to the rooms and the standard set-up can only be made with the explicit approval from UEG.

For any requests for a rehearsal in the lecture room of your symposium please contact uegweek@ueg.eu.

Participation / Badges
All UEG Week registered congress delegates have access to industry sponsored symposia.

In general, exhibitor registrations do not entitle to have access to industry sponsored symposia but entitle to have access for the symposium of their company. In the case, that an organising company is no UEG Week exhibitor this company is entitled to 5 industry sponsored symposium staff badges per symposium.

If you have booked hostesses via the official hostess supplier to support you during your symposium they will be registered via a free staff registration.

Company Meeting Rooms / Company Business Lounges
Rooms can be rented for e.g. informal business meetings up to a maximum of 20 persons. Educational lectures or product placements are not permitted within these rooms.

UEG needs to be informed about all activities planned in these rooms (meetings, staff room, interviews, market research etc.).

All persons requesting access to the meeting rooms / business lounges must be registered either as delegate or exhibitor.

In the room rental, a one-time set-up in boardroom style is included. Any extra equipment is at the company’s own expense and different room set-ups need to be coordinated with and approved by UEG and are not possible for ½ day room rentals.

The set-up of any signs (roll-ups, etc.) guiding to the rooms is not allowed.

Promotion
All branding and advertising artworks need to be in compliance with the local codes of practice with regard to the promotion of prescription medicines.

Sponsorship and Advertising Terms & Conditions

Allocation of Sponsorship and Advertising Options
The application deadline for preferred sponsorship options and exhibition space is on Friday, February 10, 2017. After this date, all sponsorship and exhibition applications will be treated on a first-come, first-served basis.

For applications received until the above mentioned deadline, sponsorship options (printed/produced items, website/digital items, premises at the congress venue, advertising options) will be allocated according to the level of sponsorship (Premium Partners have first, Major Partners have second and General Sponsors / Exhibitors have third choice). Within the same level of sponsorship, the following ranking rules apply:
- 2nd criterion: If two or more companies do show the same financial contribution the UEG point system will be applied.
- 3rd criterion: If there are still two or more companies showing the same level, date and time of application are used as criterion for ranking purposes and companies will be treated on a first-come, first-served basis.

Exhibition Terms & Conditions

Congress and Exhibition Layout and Stand Allocation
Displays or related activities at the exhibition stands that do not reflect the scientific content of UEG Week will be considered as inappropriate.

The application deadline for preferred sponsorship options and exhibition space is on Friday, February 10, 2017. After this date, all sponsorship and exhibition applications will be treated on a first-come, first-served basis.

For applications received until the above mentioned deadline, booth space will be allocated according to the level of sponsorship (Premium Partners have first, Major Partners have second and General Sponsors / Exhibitors have third choice). Within the same level of sponsorship, the following ranking rules apply:
- 2nd criterion: If two or more companies do show the same financial contribution the UEG point system will be applied.
- 3rd criterion: If there are still two or more companies showing the same level, date and time of application are used as criterion for ranking purposes and companies will be treated on a first-come, first-served basis.

Companies will then be contacted by the UEG Technical Exhibition Management for booth space allocation according to their sponsorship level and ranking. UEG will make every possible effort to meet specified booth location requests and careful consideration will be given to all requests.
Booth selection/assignment process:

According to the above ranking rules UEG prepares a ranking list. Corresponding with the booked sqm of exhibition space, UEG provides the exhibition layout.

- Booked booth sizes will be considered as accurately as possible, but UEG reserves the right to make slight amendments to the booked booth sizes in order to generate a proper exhibition layout.
- Booth dimensions as requested with the “Exhibition Application Form” will be fulfilled where possible, however cannot be guaranteed and shall not represent a condition for the participation in the exhibition.
- Preferred booth location (Hall) and preferred booth type will be fulfilled where possible, however cannot be guaranteed and shall not represent a condition for the participation in the exhibition.
- Independent of their ranking position, companies cannot determine which companies are placed in their neighbourhood and do not have influence on the surrounding areas (aisles, etc.).

Up to position 30 in the ranking list:

According to their position on the ranking list, companies will be contacted one after the other with the exhibition layout for selection of their booth location. UEG will propose a booth location, but the company can select other available booth locations within the given exhibition layout and within three working days after receipt of the proposal. If there is no reply within three working days the proposed location will be considered as accepted.

Position 31 – position 55:

According to their position on the ranking list five companies will be contacted at the same time with a proposed exhibition space location, but can request an alternative location from the remaining spaces within two working days after receipt of the proposal. Should two or more companies request the same alternative location the company with the higher ranking position will be assigned. If there is no reply within two working days the proposed location will be considered as accepted.

Position 56 – position 100:

According to their position on the ranking list ten companies will be contacted at the same time with a proposed location, but can request an alternative location from the remaining spaces within two working days after receipt of the proposal. Should two or more companies request the same alternative location the company with the higher ranking position will be assigned. If there is no reply within two working days the proposed location will be considered as accepted.

From position 101 onwards:

Companies will be assigned according to their booth size by UEG. Alternative locations can be requested, but cannot be guaranteed and shall not represent a condition for the participation in the exhibition.

UEG reserves the right to deviate from the stand confirmation and
- to allocate a stand in a different location
- to alter the size of the stand
- to re-locate
- to close entrances and exits on the exhibition grounds and/or in the congress venue
- to carry out any other structural alterations providing it has a substantial interest in such measures.

UEG shall notify the exhibitor immediately of the need to make an alteration and to allocate him wherever possible an equivalent stand space. In the event of an alteration to the stand rental, the exhibitor shall be reimbursed or invoiced for the amount, according to the case.

Stand Assembly, Design & Stand-building Rules

In taking over the stand area, the exhibitor implies acceptance of existing and given circumstances, columns are as well part of the chosen exhibition booth space. To ensure a smooth course of events, exhibitors must obey all directives and instructions regarding the use of stands, their decoration, the use of self-designed and self-constructed booths and the fitting and furnishings of the booths.

The stand must be constructed in such a way as to comply with building, fire and other public safety ordinances. Appropriate fire certificates must be brought on-site for all the materials used for stand construction.

The exhibitor is required to comply with any technical instructions issued to him. In any case, all guidelines for stand building, as included in the UEG Week Industry Guidelines, in the UEG Week Exhibition Manual (circulation: April 2017) as well as in the in house rules and regulations of the congress venue are binding for all exhibitors.

General Requirements

- All exhibits must be confined to the spatial limits of their booth, as indicated in the final floor plan.
- Equipment to be shown or demonstrated must be placed in the exhibit space contracted in order to ensure that the visitor viewing the equipment will be in the booth and not impeding aisle traffic. All products and services must be safe in the opinion of UEG and have the approval of appropriate authorities.
- All activities on the booth area, potentially attracting a large audience and causing queues may not be placed immediately at the borders of the booth facing the aisles, as this might be impeding aisle traffic. Those activities must be clearly identifiable on the booth layout sent in for approval by UEG. UEG reserves the right to stop such activities on the booth immediately, if they are blocking passage ways around the booth area.
Stand Building Heights & Suspensions from the Ceiling

According to the additional information on sponsorship levels listed in the Sponsoring & Exhibition Brochure, the following limitations apply:

<table>
<thead>
<tr>
<th>Premium Partners</th>
<th>Major Partners</th>
<th>General Sponsors / Exhibitors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permission to extend the exhibition booth height in the hall to a maximum of</td>
<td>max. of 5 m</td>
<td>max. of 4 m</td>
</tr>
<tr>
<td>Suspensions from the ceilings in the exhibition hall</td>
<td>max. height of 7 m (upper rim – truss, lights included)</td>
<td>max. height of 5 m (upper rim – truss, lights included)</td>
</tr>
</tbody>
</table>

The table below shows the maximum stand building height & suspension from the ceiling in the exhibition hall:

<table>
<thead>
<tr>
<th>Hall</th>
<th>Hall Heights</th>
<th>Max. Building Heights</th>
<th>Suspensions from the Ceilings</th>
<th>Water Connection &amp; Drainage</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1</td>
<td>10 m</td>
<td>5 m</td>
<td>4 m</td>
<td>3.5 m</td>
<td>7 m</td>
</tr>
</tbody>
</table>

Venue Specifications

Maximum floor load: 1,800 kg/m².

Please note that it is not permitted to drill into the floor.

Separation Walls, Flooring and Carpeting

All stands must be separated from the neighbouring stand(s) by means of a separation wall. The separation wall can be provided by the exhibitor or can be ordered with the appropriate order form at extra costs. This separation wall shall be finished on the inside as well as on the outside.

To cover the floor space of your stand is mandatory. When laying carpet/mats only easy to remove two-sided adhesive tape, which does not leave residues on the floor are allowed.

Submission of Construction Plans

Please provide the following documents via e-mail as pdf-file until Friday, August 18, 2017 to uegweek.exhibition@media.co.at:

- stand design/drawings to scale, complete with ground view including measurements, front elevation including height indication, cross section measurements
- 3-D view
- plan showing the position of exhibition equipment, machinery and/or installations
- installation diagrams (electricity, water etc.)

Depending on the stand design and structure, you might be asked to submit static calculations.

Type of Stand

Row Stand

The standard height of two side and back walls towards neighbouring booths is 2.50 m (including platform/raised floor). Exceptions are only possible according to the sponsorship level and when coordinated and approved by the Technical Exhibition Management. Individual stand elements within the booth area may be planned with the maximum height according to the sponsorship level and again only with prior approval of the design by the Technical Exhibition Management.

Corner of Row Stand

According to international custom, a corner stand shall be built open on two sides. At the two open sides, any solid walls are only allowed with special permission of the Technical Exhibition Management and if they do not interfere with other exhibitors. Therefore, construction plans for approval are required as soon as possible. The standard height of side and back walls towards neighbouring booths is 2.50 m (including platform/raised floor). Exceptions are only possible according to the sponsorship level and when coordinated and approved by the Technical Exhibition Management. Individual stand elements within the booth area may be planned with the maximum height according to the sponsorship level and again only with prior approval of the design by the Technical Exhibition Management.

Peninsula Stand

According to international custom, peninsula booths shall be built open on three sides and should be fully accessible on all open sides. At the three open sides, any solid walls are only allowed with special permission of the Technical Exhibition Management. Depending on the concept and location of the booth, solid walls must not be longer than 20% - 35% of the length of the booth of each side and may not interfere with other exhibitors. The standard height of the back wall towards the neighbouring booth is 2.50 m (including platform/raised floor). Therefore, construction plans for approval are required as soon as possible. Exceptions are only possible according to the sponsorship level and when coordinated and approved by the Technical Exhibition Management. Individual stand elements within the booth area may be planned with the maximum height according to the sponsorship level and again only with prior approval of the design by the Technical Exhibition Management.
Island Stand
According to international custom, island booths shall be built open on four sides and should be fully accessible on all open sides. At the four open sides, any solid walls are only allowed with special permission of the Technical Exhibition Management. Depending on the concept and location of the booth, solid walls must not be longer than 20% - 35% of the length of the booth of each side and may not interfere with other exhibitors. Individual stand elements within the booth area may be planned with the maximum height according to the sponsorship level and again only with prior approval of the design by the Technical Exhibition Management.

Dismantling of Stands
The dismantling of stands may not commence until after the closing of the exhibition on the last day and according to the dismantling schedule published in the UEG Week Exhibition Manual. Exhibits which are not removed by the end of the dismantling period shall be removed and destroyed at the exhibitor’s expense and risk. The costs of transporting and destroying stand construction and packaging material and similar shall likewise be charged to the exhibitor. Repair of damage to the exhibition rooms shall be charged to the exhibitor and may be carried out only on the lessor’s instructions and by firms commissioned by the latter.

Promotion, Activities and Noise at Booths
The stands may only be used for exhibiting and advertising the exhibitors own products, materials or services but not for the sale of any products (exemption: publishing houses and book stores). Exhibitors are prohibited from publicising, distributing, and canvassing, and/or maintaining any activities, inducements, demonstrations, materials, or displays outside the space assigned to them. UEG reserve the right to refuse applications from companies that do not adhere to the standard requirements or expectations and reserve the right to curtail or close exhibitors, wholly or partially, should they unfavourably reflect the nature and the purpose of the congress.

Give-aways and printed matters may only be distributed in the space rented by the company in the exhibition hall, in their own company meeting rooms & business lounges. No such material may be distributed in any of the official congress hotels.

Companies are advised to adhere to industry standards (healthcare compliance rules) related to the value of give-aways they intend to give out, which should preferably be of an educational or scientific nature. Contests, lotteries, raffles and quizzes are subject to approval by UEG.

„Meet the expert” sessions, hands-on trainings or press briefings at the stand are not allowed during the official core scientific programme but only during the following break times: 10:00 – 10:30 and 15:30 – 15:45.

Exhibitors have to ensure that audio equipment cannot be heard outside the space assigned to the exhibitor or interfere or prove objectionable to attendees or other exhibitors. UEG and the technical exhibition manager reserve the right to request that exhibitors halt any activity that may be causing annoyance or interference to others.

Photographing, Filming at the Exhibition Space
The exhibiting company has the right to take photos or film their own booth at the assigned exhibition space. Photographing or filming outside this area without permission is forbidden. To request permission please contact uegweek@ueg.eu.

Participation / Badges
Stands must be staffed at all times during the hours of exhibition. The exhibition area is to be used only during the specified opening hours. Booth personnel with an appropriate exhibition badge (including congress registration badges for company staff) are entitled to enter the exhibition area one hour before the official exhibition opening hours and remain in this area until 1.5 hour after the exhibition officially closes to prepare and clean up the booth.

Exhibitors will receive several complimentary exhibitor registrations and the number of free exhibitor registrations will depend on the size of the exhibition booth. Exhibitor registrations do not entitle the badge holder to attend the scientific sessions but a certain amount of free congress registrations will be issued to exhibitors according to the table below:

<table>
<thead>
<tr>
<th>Booth Size</th>
<th>Company Staff</th>
<th>Access to scientific sessions</th>
<th>Valid for</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 exhibitor registrations*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35 additional exhibitor badges for Premium Partners</td>
<td>per full 9 sqm</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td>20 additional exhibitor badges for Major Partners</td>
<td>no</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td>1 free congress registration1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 additional free congress registrations for Premium Partners</td>
<td>9 – 54 sqm</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>3 additional free congress registrations for Major Partners</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>2 free congress registrations1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&gt;54 sqm</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
</tbody>
</table>

*Additional exhibition badges will be charged with € 120 including 21% VAT for a 3-day badge and with € 40 including 21% VAT for a one day badge.

1 Additional congress registrations for company staff can be bought for a special rate per badge of € 200 including 21% VAT.
Please note that according to the EU Directive 2001/83/EC promotional material related to prescription-only medicines must be distributed or provided exclusively to Healthcare Professionals who are authorised to prescribe or dispense them.

**General Terms & Conditions**

**Industry Activities outside the Congress Venue**

Industry meetings are to be held only at the congress venue where a number of meeting rooms are available. Meetings outside the congress venue cannot be accepted. This rule has been established to avoid attendees missing the scientific programme of the congress.

Furthermore, the company has to assure not to conduct any social or other activity that coincide with the scientific programme within the official congress hours (incl. the hours of industry sponsored symposia) and which would take people away from the congress venue. Transportation to such activities starting after the official congress hours must not be organised at times coinciding with the official congress hours.

Please contact UEG directly regarding the detailed black out times for each day.

Any kind of on-site promotion activity during 25th UEG Week 2017 that is not listed in the sponsorship prospectus has to be reported to the UEG and needs to be approved. The respective fee shall be determined.

Failure to comply with these regulations shall entitle UEG to determine sanctions at short notice.

**Publicity/Media/Press**

The dedicated sponsor logo of the UEG Week and the Congress Name “25th United European Gastroenterology Week Barcelona 2017 (25th UEG Week 2017 or 25th UEG Week Barcelona 2017)” is only to be used in official congress publications, events and publications that have been officially approved by UEG. The following congress logos may be used with designation of the sponsorship level as follows:

<table>
<thead>
<tr>
<th>Premium Partners</th>
<th>Major Partners</th>
<th>General Sponsors / Exhibitors</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="logo1.png" alt="UEG logo" /></td>
<td><img src="logo2.png" alt="UEG logo" /></td>
<td><img src="logo3.png" alt="UEG logo" /></td>
</tr>
</tbody>
</table>

Press conferences conducted by sponsors and exhibitors may neither be held before the first UEG Week press briefing nor at the same time as the official press briefings. To rent rooms for press conferences at the congress venue please contact uegweek@ueg.eu, the organisation of the press conference remains with the company. The UEG PR Agency SPINK may support you at your own expense in organising your press conference. If you are interested, please contact them directly: media@ueg.eu.

The official press briefing times will be announced in June at the latest.

All companies organising press conferences should inform UEG of the date, schedule and venue of their press conferences. Events with more than eight participants need the prior approval of the UEG.

Company representatives are not permitted in the UEG Week press centre.

With prior permission from the UEG PR Agency SPINK, sponsors and exhibitors are allowed to display prepared press material in the press centre. Please contact therefore: media@ueg.eu.

The use of the UEG and UEG Week logo on sponsors and exhibitors press material is prohibited.

Market research activities and interviews are not permitted in any general congress areas, lecture rooms and exhibition halls but can take place in company meeting rooms if conducted in the name of the company and clearly stated that they are not affiliated with UEG. Any interview requests with members of the UEG Council or UEG Scientific Committee must be coordinated through our UEG PR Agency SPINK: media@ueg.eu.

**Privacy and Data Protection**

By participating at UEG Week, participants and company representatives agree that UEG uses and publishes personal information, names, photos and video-impressions taken during UEG Week for UEG’s purposes.

The company is aware that, within the framework of an agreement regarding UEG Week, UEG stores personal data supplied by the company in relation to the agreement for the purposes of automatic processing. UEG collects, uses and processes personal data with reasonable diligence only according to the strict data protection provisions in Austria and in compliance with the provisions of the EU Data Protection Directive.

**Photos, Filming and Recording of Scientific Sessions**

It is strictly forbidden to film, take photos or record any oral or poster presentation of UEG Week without the consent of the UEG (including smart phones, mobile devices, etc).

Please note that numerous sessions will be recorded and published at www.ueg.eu/education immediately after the congress and will be available for all congress delegates. This also includes all abstracts and E-Posters.
Postponement or Cancellation of UEG Week

UEG enters into agreements with the company assuming that any UEG Week sponsor/exhibitor is holding an adequate insurance covering personal injury and loss of/damage to property for the duration of UEG Week.

The risks of individual exhibitors and equipment and all related display materials installed by the company are not insured by UEG. Neither UEG nor its contractors will under no circumstances be liable for any loss, damage or destruction caused to equipment, goods or property belonging to exhibitors/sponsors and therefore we highly recommend to take out additional insurance against the mentioned risks.

UEG shall take appropriate steps as being reasonable to ensure the safety of the participants at the venue. UEG shall foresee to the necessary arrangements with the congress venue and the local authorities. Notwithstanding, the Sponsor shall take appropriate measures as being reasonable to ensure the safety of the participants as visiting the sponsor’s exhibition booth or industry sponsored symposium.

UEG provides general guard service at the congress venue. Special stand surveillance is not provided. If special surveillance is required, only a security company commissioned by UEG or the Technical Exhibition Management may provide this service on the company’s own costs.

UEG’s liability for damages the company incurs or may incur, is limited to the fares extent permitted by the law applicable. Thus, UE shall not be held liable for any damages, resulting from any negligent or gross negligent act or omission of any of UEG’s directors, employees, contractual partners, consultants or any participant in the 25th UEG Week 2017. UEG cannot be held liable for consequential damages, such as losses, costs, fees and negative impact on reputation.

Insurance & Liability, Safety of the Venue

If there are compelling reasons beyond its control which inevitably delays, hinders or prevents UEG, however acting reasonably, from the hosting of UEG Week, UEG has the right to postpone, shorten, extend, close temporarily or fully or cancel the exhibition and to amend sponsoring items. In the event of a postponement of or alteration to the duration of UEG Week, this Agreement remains binding without changing its conditions for six months.

A party’s obligations shall be suspended to the extent and for the duration that its performance is delayed, hindered or prevented by circumstances which are not within its reasonable control (“Force Majeure”).

Force Majeure shall include acts of restraints of governments or public authorities, war, revolution, riot or civil commotion, strikes, lockouts (except relating to a party’s own employees), blockage or embargo, explosion, fire, flood or natural disaster, to the extent that any of these events are beyond the reasonable control of the affected party.

A party affected by any event of Force Majeure shall:

• promptly in writing notify the other party, explaining the nature, details and expected duration of such event. Such party shall also notify the other party from time to time as to when the affected party reasonably expects to resume performance in whole or in parts of its obligations hereunder, and notify the other party of the cessation of any such event; and
• use its best efforts to resume full performance of its obligations under this agreement as soon as reasonably practical.

If a party anticipates that an event of Force Majeure may occur, such party shall notify the other party of the nature, details and expected duration of such event.

If the event of Force Majeure prevails for a continuous period in excess of three (3) months, the party which is to be notified of such circumstances may terminate the agreement by giving written notice of termination with immediate effect to the Force Majeure party.

If, as a result of Force Majeure, UEG Week has to be cancelled or shortened, UEG shall promptly refund to the Sponsor any amount of the Financial Contribution that has been paid by the Sponsor, but not already spent or contractually agreed to be spent by UEG for fulfilling its obligations under this Agreement or in relation to the (envisaged) hosting of UEG Week, and the Sponsor shall be released from any further liability under this Agreement.

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Claims Procedures, Governing Law

Any agreement and the rights and obligations of the parties under the agreement shall be governed by and construed under substantive Austrian law, with the exclusion of its conflict law rules and the regulation on the law applicable to the contractual obligations (Rome I). Disputes in connection with this agreement or its performance shall be with the civil courts of Vienna being competent for the First District of Vienna – Wien Innere Stadt.

Nothing in this section will preclude either party from seeking interim or provisional relief from a court of competent jurisdiction, including a temporary restraining order, preliminary injunction or other interim equitable relief, if necessary to protect the interests of such party.

All claims by the company booking any sponsorship options or exhibition space against UEG must be made in writing. The maximum time lapse is 4 weeks from the closure of 25th UEG Week 2017.
UEG Week Application & Payment Terms & Conditions

Application Terms & Conditions
Applications for sponsorship options and exhibition space must be made in writing with the application forms available on the website www.ueg.eu/week and need to contain a legally competent signature and company stamp, addressed to:
United European Gastroenterology GmbH
House of European Gastroenterology
Wickenburggasse 1, 1080 Vienna/Austria
E: uegweek@ueg.eu / F: +43 1 997 16 39 10

Applications must be submitted by the company under whose name each sponsorship option or exhibition stand is to be listed. All agreements shall remain in full force and effect in case of merger or acquisition of the contracting company.

By signing, mailing or delivering the respective form to UEG, the application becomes legally binding for the sponsor/exhibitor. Please note that this does not constitute a formal agreement or obligation for UEG. Contractual conditions are constituted only after UEG has sent a written confirmation of acceptance to the sponsor/exhibitor.

UEG will send a respective sponsorship contract to Premium and Major Partners, to General Sponsors/Exhibitors on request only.

Payment Terms & Conditions
All prices mentioned in the Sponsoring & Exhibition Brochure are in Euro (€) and excluding VAT, if not otherwise stated. The VAT treatment depends on several facts, which have to be assessed on an individual basis. The respective VAT rate will be added, if applicable. All payments must be made in Euro (€). Other currencies cannot be accepted.

For applications received until Friday, February 10, 2017 invoices will be issued by UEG as follows:

Premium/Major Partner:
40 % of the total financial contribution will be invoiced when the contract is concluded
60 % of the total financial contribution will be invoiced by Friday, July 7, 2017 (payment due: on or before August 7, 2017)

General Sponsors and Exhibitors:
40 % of the total financial contribution will be invoiced when the confirmation of acceptance is sent by UEG
60 % of the total financial contribution will be invoiced by Friday, July 7, 2017 (payment due: on or before August 7, 2017)

For applications received after Friday, February 10, 2017 100% of the total financial contribution will become due immediately after confirmation of acceptance is sent by UEG.

Payment terms: within 30 days of receipt of valid invoice from UEG

If payment is not made by the due date, UEG is entitled to charge eight per cent (8 %) default charges per annum or terminate the contract, withdraw confirmation of acceptance, make other arrangements for the stand or seek compensation for breach of contract.

Cancellation and Reduction Terms & Conditions
Cancellations and changes to the initial booking must be made in writing to UEG.

Sponsors/Exhibitors are entitled to withdraw bookings or reduce exhibition space up to the time when the booking is confirmed by UEG. Once the booking is confirmed, the company may no longer cancel free of charge. The full fee for the respective sponsorship option or exhibition space plus any additional expenses actually incurred remain payable in total.