

# **21st International Myeloma Society Annual Meeting**

Exhibit/Support Rules and Regulations

Effective: May 1, 2024

## **1. Purpose**

The objective of 21st International Myeloma Society Annual Meeting is to further International Myeloma Society (IMS) objectives by providing a forum for expert faculty to present their findings and discuss preclinical and clinical aspects in the biology and treatment of multiple myeloma. Presentations and discussion will reflect the foremost research strategies and practice-changing advances in the treatment of myeloma directly impacting patient care and the exhibits will complement this education. Exhibitors are limited to firms, organizations and agencies whose exhibits are in harmony with the purpose of this Exposition. Active selling or order taking is NOT permitted.

## **2. Location of Exhibits**

The Exposition will be held at the Riocentro, Rio DE Janeiro, Brazil

## **3. Subleasing**

Exhibitor may not sublet its exhibit space, nor any part thereof, nor exhibit, offer for sale, or advertise articles not manufactured or sold by the exhibiting company, except where such articles are necessary for proper demonstration or operation of the exhibitor's display, in which case identification shall be limited to the manufacturer's normal regular nameplate. Exhibitor may not permit non-exhibiting company representatives to operate from its booth. Rulings of IMS shall, in all instances, be final with regard to use of exhibit space.

## **4. Occupancy Default**

Any exhibitor failing to occupy space contracted for shall not be relieved of the obligation of paying the full rental charge of such space. If not occupied by the time set for completion of the installation of the displays, such space shall be taken by IMS and re-allocated or reassigned for such purposes or use IMS may see fit.

## **5. Eligibility**

IMS has the sole right to determine the eligibility of any company or product for inclusion in the Exposition. Exhibit space for companies other than the primary meeting supporters (Titanium, Platinum, Gold, Silver supporters) is limited to a linear exhibit space.

## **6. Cancellation or Change of Exposition**

In the event that the premises in which the Exposition is conducted should become unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of IMS or its agents, the Exposition may be canceled or moved to another appropriate location, at the sole discretion of IMS. IMS shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of IMS. Causes for such action beyond the control of IMS shall include, but are not limited to: fire, casualty, flood, epidemic, pandemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, act of a public enemy, riot or civil disturbance, impairment or lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, loss of lease or other termination by the Los Angeles Convention Center, municipal, state or federal laws, or act of God. Should IMS terminate this agreement pursuant to the provisions of this section, the exhibitor/supporter will waive claims for damage arising therefrom. Refunds of "Paid Exhibit Space and Support Fees" in the event of event

termination or cancellation shall be made to exhibitors at the sole discretion of IMS and in any case, will not exceed the amount of each exhibitor's paid exhibit space fee or supporter's fees less any pro rata adjustments based on non-reimbursable direct and/or indirect event costs or financial obligations incurred by IMS through the date of exhibitors'/supporters' notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later.

## **7. Payments, Refunds and Cancellation by Exhibitor**

All exhibit space and support items must be paid in full prior to move-in. Exhibitors and Supporters with outstanding balances will not be permitted access to the Exhibit Halls or freight docks or begin the installation of their exhibits. Support opportunities may not be installed/fulfilled. Badges will also be withheld until full payment has been received.

Payment Policy:

- 50 % deposit payment due:
  - 50% due for applications submitted prior to November 25, 2023
  - With application when submitted between November 25, 2023, and May 25, 2024
- 100 % payment due with application after May 26, 2023

IMS requires payment in full no later than May 25, 2024. Failure to make payments does not release the contracted or financial obligation of Exhibitor/Supporter.

In the event of cancellation by an exhibitor, IMS shall determine an assessment covering the reassignment of space, prior services performed, and other damages related to cancellation, according to the following schedule:

Before May 25, 2024, 50% of total funds committed.

After May 25, 2024, 100% of total funds committed.

IMS must receive written notification of the cancellation by registered or certified mail. Date cancellation notice received by IMS will determine the above assessment charges. In the event of either a full or partial cancellation of space by an exhibitor, IMS reserves the right to reassign canceled booth space, regardless of the cancellation assessment. Subsequent reassignment of canceled space does not relieve the canceling exhibitor of the obligation to pay the cancellation assessment. Appropriate payment must be received within 15 days of cancellation.

Notification of an exhibitor's/supporter's decision to cancel, reduce exhibit space or fund committed must be submitted in writing to:

IMS Exposition Management  
c/o SPARGO, Inc.  
11208 Waples Mill Road  
Suite 112  
Fairfax, VA 22030

Reduction of island space dimensions after assignments have been confirmed may result in relocation of the exhibit space. The exhibitor will be responsible for cancelling any accommodation bookings.

In addition to the above cancellation penalties, should Exhibitor cancel within 60 days prior to the first move-in day Exhibitor may be assessed fees incurred by IMS to cover the booth area and convert it to a lounge area. Cancellation of exhibit space includes cancellation of registration allotted with exhibit space. Note that any exhibiting company that cancels exhibit space before it has made full payment is liable for full payment of the original cost of the total exhibit space less any applicable refunds as explained herein. Appropriate payment must be received within 15 days of cancellation.

### **8. Limitation of Liability**

Exhibitor agrees to make no claim for any reason whatsoever against IMS, its employees, agents, or representatives for loss, theft, damage, or destruction of goods; nor for any injury, including death, to himself, employees, agents or representatives; nor for any damage of any nature, including damage to his business for failure to provide exhibit space; nor for failure to hold the Exposition as scheduled; nor for any action or omission of IMS. The exhibitor is solely responsible for his own exhibition material and products and should insure exhibits and products from loss or damage from any cause whatsoever. It is understood all property of an exhibitor is in his care, custody, and control in transit to, or from, or within the confines of the exhibit hall. IMS shall bear no responsibility for the safety of the exhibitor, its personnel, employees, agents or representatives or personal property.

### **9. Exhibitor Insurance**

The exhibitor shall, at its sole cost and expense, procure and maintain through the term of this contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability of not less than minimum \$1,000,000 per occurrence/\$2,000,000 aggregate coverage. Such insurance shall name the IMS, SPARGO, Inc. (IMS Exposition Management,) Riocentro, GL Events, GL Events Live. as an additional insured. During the term hereof, the exhibitor shall maintain Property, Employer Liability and Personal Accident insurance in full compliance with all local laws, covering all of exhibitor's employees engaged in the performance of any work for exhibitor. All property of the exhibitor is understood to remain under its custody and control in transit to and from the confines of the hall. Proof of such insurance, including a Certificate of Insurance, shall be provided to IMS Exposition Management or its agent or representative as soon as practical but in no event more than three (3) calendar days after request, time being of the essence. Failure to remit such proof shall be a material breach of this agreement.

### **10. Approved Labor**

Exhibitors shall employ only approved labor, as made available by official contractors in the setting up and dismantling of the exhibits and in the operations when required by union agreements. Exhibitors planning to build special displays should employ certified display companies in their fabrication, carpentry, and electrical work.

### **11. Installing, Exhibiting, Dismantling**

Hours and dates for installing, exhibiting, and dismantling shall be those specified by IMS Exposition Management. Exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material from the Exposition before the specified conclusion of the dismantling period set by IMS Exposition Management.

## **12. Damage to Property**

Exhibitor is liable for any damage caused by exhibitor, exhibitor's agents, employees or representatives to building floors, walls, or columns, or to standard exhibit equipment, or to other exhibitor's property. Exhibitor may not apply paint, lacquer, adhesive or other coatings to building columns, floors or walls, or to standard booth equipment.

## **13. Floor Loading**

Under no circumstances may the weight of any equipment or exhibit material exceed the specified floor load limit of the Riocentro. Exhibitor accepts full and sole responsibility for injury or damage to property or persons resulting from failure, knowingly or otherwise, to distribute the exhibit material and products in conformity with the maximum floor load specifications

## **14. Food and Beverage**

The IMS appointed caterer, GL Events/Riocentro, will have sole rights for the distribution of any article of food or drink for consumption on site. Exhibit companies and guests are prohibited from bringing any food and beverage into Riocentro from outside sources without prior written permission from IMS Exposition Management. Popcorn, nuts, and other loose items are not permitted. The dispensing, distribution or use of alcoholic beverages is prohibited without the express prior approval of IMS Exposition Management.

## **15. Giveaways, Drawings and Raffles**

The IMS Rules and Regulations are designed to create a fair and equitable business environment for all participating companies and meeting attendees. Small token gifts may be distributed from an exhibitor's booth with prior approval. Exhibiting companies that interact with physicians and other healthcare professionals during IMS 2024 are asked to review the codes of ethics. Ethical practices and industry conduct can differ among companies. It is the responsibility of each company to decide what types of activities are appropriate as they relate to sales and promotional events. Giveaways will be limited to those items relevant to the professional interests of the registrants. Exhibitors may conduct contests, lotteries, and raffles onsite. The winner must be announced after the meeting has concluded to avoid congestion in the aisle. Requests for approval of giveaways, except for literature, must be submitted to IMS Exposition Management, through the online IMS Exhibitor Resource Center for approval by Friday, August 23, 2024. Please contact Stephanie Houck, IMS Exposition Management, at +1-703-679-3972 or [stephanie.houck@spargoinc.com](mailto:stephanie.houck@spargoinc.com) with any questions. Distribution of candy is limited to individually wrapped items. For additional guidelines on food and beverage in the exhibit hall, please see "Food and Beverage" above.

## **16. Lotteries or Contests**

The operation of games of chance or lottery devices, or the actual or simulated pursuit of any recreational past time is permitted only on written approval from IMS Exposition Management.

## **17. Flammable Materials**

No flammable fluids or materials of any nature, including decorative materials, the use of which is prohibited by national, state, or city fire regulations may be used in any booth.

## **18. Noise and Odors**

Noisy or obstructive work will not be permitted during open hours of the Exposition, nor will noisily operating displays, nor exhibits producing objectionable odors. IMS shall have sole discretion in determining what is noisy, obstructive or objectionable.

Sound must be at a level that does not disturb neighboring exhibits (85 decibels when measured by IMS Exposition Management from any adjacent aisle) and presentations must be done in a manner that does not encourage congregation of attendees in aisles. Request to use an open audio system must be approved by IMS Exposition Management in advance of the meeting. Please contact Stephanie Houck, IMS Exposition Management, at +1-703-679-3972 or [stephanie.houck@spargoinc.com](mailto:stephanie.houck@spargoinc.com) with any questions.

#### **19. Obstruction of Aisles or Booths**

Any demonstration or activity that results in excessive obstruction of aisles or prevents ready access to nearby exhibitor's booth shall be suspended for any periods specified by IMS.

#### **20. Attendance**

Admission policies shall remain, at all times, the prerogative of IMS, and may be revised or amended to suit unforeseen conditions.

#### **21. Children**

For the protection of your children and to maintain the scientific nature of the Meeting, no children under the age of 18 will be allowed during the installation, dismantle and exhibit hours.

#### **22. Photography/Recording**

The taking of pictures, filming and audio-recording of any exhibits is not permitted. Exhibitors may take pictures of their own exhibits for internal use only.

#### **23. Music**

Any exhibitor using music must ensure that licensing fees have been paid through the appropriate agency. IMS is not responsible for any licensing fees for music played in an exhibitor's contracted space.

#### **24. Exhibitor Personnel**

Exhibitor representatives are restricted to personnel engaged in the display, demonstration, application or sale of the company's product or services. Exhibit personnel shall wear "exhibitor" badge identification furnished by IMS at all times while they are in the exhibit area. All other employees and representatives of the exhibiting companies must register as Show Attendees. IMS reserves the right to restrict or limit the number of booth representatives. All exhibits must have personnel present during show hours.

#### **25. No Solicitation**

Exhibitor personnel, including contractors hired to work in their exhibit, may not solicit attendees, other exhibitors, meeting presenters, or meeting faculty from outside of their booth or elsewhere in the meeting venue and may not canvass in any part of the exhibit hall or meeting venue.

#### **26. Exhibit Space Package**

The following items are included in the exhibit space fee:

- Company listing on IMS 2024 website, in the printed program and mobile app
- (4) complimentary exhibit booth personnel badges and (1) full meeting registration per 9 square meters of contracted exhibit space.

## 27. Space Only (Raw Space) Stand Build and Regulations

### Shell Space - Raw

- Exhibitors are responsible for fitting their contracted exhibit space at their expense.
- No walls, freestanding booth fitting, or display may a height of 2.5m or extend beyond the boundaries of the assigned space. This includes company name, advertising materials and logos provided by the exhibitor for a space which is not an island.
- Exhibitors are required to have a wall up on the sides they share with other exhibits.
  - Exhibits with an open corner will not be required to have a wall on the open corner.
- All exhibits must be finished in all the stand's visible areas, including the rear side.
- Any part facing a neighboring stand should be designed with neutral shades (white.)
- Carpet/approved floor covering is required in all exhibit spaces and is to be provided at the exhibitor's expense.
- One (1) fire extinguisher is required for every 25m<sup>2</sup>.

### Island Space – Raw

- A 36m<sup>2</sup> or larger exhibit space exposed to the aisles on all four sides
- Exhibitors are responsible for fitting their contracted exhibit space at their expense.
- Overall height of stand fitting for single-story stands including cladding of columns is 6m from the floor level.
  - Multi-level exhibits will not be permitted.
- IMS will require ample sightline around and through each booth so neighboring booths are not blocked. The visual permeability noted in my email last week is not a requirement for this meeting.
- Carpet/approved floor covering is required in all exhibit spaces and is to be provided at the exhibitor's expense.
- One (1) fire extinguisher is required for every 25m<sup>2</sup>.
- 

### Raised Floors – Access Ramps

Every booth that uses elevated floor, should have access ramps for people with special needs of locomotion. The ramp must have at least 1.00 x 1.00 with corner break of 0.50cm on each side according to ABNT NBR 9050.



Slope Table:

Ramp requirements according to NBR9050:

Uneven (cm)	Minimum Length (cm)	Minimum Width (cm)	Minimum Width of each Chamfer (cm)
3	No ramp	No ramp	No chamfer
4	1,00	1,00	0,50
5	1,00	1,00	0,50
7	1,00	1,00	0,50
10	1,00	1,00	0,50
15	1,50	1,00	0,75
20	2,00	1,00	1,00

The documentation must be submitted through the Exhibitor Technical Portal for review and approval. Additional fees may apply for the technical review. Work may not commence until the stand layout has been approved by the official appointed technical exhibitor's contractor.

### **28. Use of Space**

Displays and demonstrations are limited to the confines of an exhibitor's own booth, as is the distribution of literature or other items. All exhibits are to be displayed to avoid blocking aisles and obstructing adjoining stands. Designated emergency aisles must remain clear at all times.

### **29. Waste Removal**

Exhibitors/Contractors are responsible for the removal of all waste from the exhibition area. Any discarded waste, including promotional materials, will be removed by IMS Exposition Management at the expense of the exhibitor.

### **30. Carpet/Approved Floor Covering**

To improve the appearance of the exhibits, carpet/approved floor covering is required in all exhibit spaces and is to be provided at the exhibitor's expense. IMS Exposition Management will have carpet installed, at the exhibitor's expense, in exhibit spaces that do not have carpet/approved floor covering installed by 12:00 p.m. on Tuesday, September 24, 2024.

### **31. Display**

IMS shall have full authority for approval or arrangement and appearance of items displayed. IMS may, at its discretion, require replacement, rearrangement, or redecoration of any item or any booth, and no liability shall attach to IMS for the costs that may evolve upon exhibitor thereby. Exhibitors with special backgrounds or side dividers must make certain that such material is furnished in such a manner as to not be unsightly to exhibitors in adjoining booths. If such surfaces remain unfinished at twelve noon of the day before the scheduled opening of the show, IMS shall authorize the official decorator to effect the necessary finish and the exhibitor must pay all charges involved thereby. Lighter than air objects and water features are not permitted.

### **32. Electrical Safety**

All wiring on booths or display fixtures must meet underwriters' rules and standard fire and safety inspection. This applies to booth construction only and not to pre-wired radio and electronic equipment. Electrical service will be provided exclusively by GL Events.

### **33. Exhibitor Representative's Responsibility**

Neither IMS, nor its show management company or other agents or representatives, or their shareholders, officers, directors, employees or contractors shall be responsible for any injury, loss, or damage that may occur to exhibitor or to exhibitor's agents, employees, affiliated personnel, officers, directors, shareholders, contractors or representatives or any of their property, businesses, or other activities from any cause whatsoever, prior to, during or subsequent to the conference or exposition event. By signing this Agreement, exhibitor expressly and voluntarily and knowingly assumes all such risk and expressly agrees, and hereby does, indemnify, defend and hold harmless the conference/exhibition sponsor, its show management company and other agents and representatives, and their shareholders, officers, directors, employees and contractors, from and against all claims and liabilities arising out of, or in any way related to, the acts or negligence of exhibitor, exhibitor's agents, employees or representatives.

**34. Waiver of Rights**

Any rights of IMS under this contract shall not be deemed waived in any manner except as specifically waived in writing and signed by an authorized officer of IMS.

**35. Relocation and Floor Plan Revisions**

IMS retains the exclusive right to revise the exhibition hall floor plan and/or move assigned exhibitors as necessary.

**36. Amendment and Addition Rules**

Any matters not specifically covered by the preceding rules shall be subject solely to the decision of IMS. IMS may, at any time, amend or add further rules to these rules, and all amendments made shall be binding on the exhibitor equally with the foregoing rules and regulations.

**37. Agreement to Rules**

Exhibitor/Sponsor, for himself or itself, his or its personnel, employees, agents or representatives, agrees to abide by the foregoing rules and those provided and contained in the Exhibitor Resource Center and Exhibitor Technical Portal, and by any amendments and additional rules that may be put into effect by IMS.