

## **23rd International Myeloma Society Annual Meeting**

Exhibit/Support Rules and Regulations

Effective: November 17, 2025

### **1. Purpose**

The objective of 23rd 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 Scottish Event Campus (SEC), Glasgow, Scotland.

### **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 an inline 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 Scottish Event Campus, municipal, state or federal laws, or act of God. Should IMS terminate this agreement pursuant to the provisions of this section, the exhibitor/supporter waives 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. Sponsorship opportunities may not be installed/fulfilled. Badges will also be withheld until full payment has been received.

### **Payment Policy:**

- 50 % deposit payment due:
  - December 16, 2025...50% due for applications submitted prior to December 16, 2025
  - With application when submitted between December 16, 2025, and May 15, 2026
- 100 % payment due with application after May 15, 2026

IMS requires payment in full no later than May 15, 2026. 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:

On or before May 15, 2025, 50% of total funds committed.  
After May 15, 2026, 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 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,) Scottish Event Campus and Cameron Event Logistics as an additional insured. During the term hereof, the exhibitor shall maintain Workers' Compensation and Occupational Disease insurance in full compliance with all federal and state 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 union 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.

PLEASE NOTE: All Exhibitors and Exhibitor Appointed Contractors are required to wear high-visibility safety vests during installation and dismantle.

## **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 booth 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 exhibit hall. 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**

Levy Restaurants is the exclusive provider of all food and beverage services at SEC. Exhibit companies and guests are prohibited from bringing any food and beverage into the convention center from outside sources without prior written permission from the exclusive food and beverage provider. Popcorn, nuts and other loose items are not permitted in the exhibit hall. The dispensing, distribution or use of alcoholic beverages in the exhibit hall 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 2026 are asked to review the codes of ethics developed by PhRMA and AdvaMed. 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, July 17, 2026. Please contact Stephanie Houck, IMS Exposition Management, at 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. Porter Service**

To maintain a clean and organized exhibit hall, exhibitors who will be distributing giveaways and providing food and beverage/hospitality in their booth must order porter service through Cameron Event Logistics. Porter service is exclusive to Cameron Event Logistics and includes monitoring the exhibit booth to empty wastebaskets and collect empty boxes during show hours. Standard wastebasket emptying does not include removal of empty boxes. Empty boxes may not be placed in the exhibit hall aisles, behind or adjacent to columns, or in trashcans in the exhibit hall during show hours. If an exhibitor does not properly handle empty boxes, Cameron

Event Logistics will remove the boxes at the exhibitor's expense.

#### **18. 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.

#### **19. No Smoking**

Scottish Event Campus is a non-smoking facility. This includes smoking and vaporizing of any tobacco and non-tobacco products. This extends to, but not limited to, the use of hookahs, electronic cigarettes and vape pens.

#### **20. 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 703-679-3972 or [stephanie.houck@spargoinc.com](mailto:stephanie.houck@spargoinc.com) with any questions.

#### **21. Music**

Any exhibitor using music must ensure that licensing fees have been paid to the appropriate agency, i.e., SOCAN or Sound Music Licensing Company. IMS is not responsible for any licensing fees for music played in exhibitor's booth.

#### **22. 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.

#### **23. Attendance**

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

#### **24. Children**

For the protection of your children and to maintain the scientific nature of the exhibit hall, no children under the age of 18 will be allowed in the Exhibit Hall at any time. This will include the posters and exhibitor meeting room areas.

#### **25. Photography/Recording**

The taking of pictures, filming and audio-recording in the exhibit hall is not permitted without written permission from IMS Exposition Management. Please contact Stephanie Houck, IMS Exposition Management, at [stephanie.houck@spargoinc.com](mailto:stephanie.houck@spargoinc.com) with your request. Exhibitors may take pictures of their own exhibits for internal use only.

## **26. Exhibitor Personnel**

Exhibitor representatives are restricted to personnel engaged in the display, demonstration, application or sale of the company's products 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.

## **27. 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.

## **28. Exhibit Space Package**

The following items are included in the exhibit space fee:

- Company listing on IMS 2026 website, in the printed program and mobile app
- (4) complimentary exhibit booth personnel badges and (1) full meeting registration per 9m<sup>2</sup> of contracted exhibit space.

## **29. Exhibit Space and Décor Guidelines**

### **Inline Space - Raw**

Inline stands are 3m x 3m units arranged in a straight line. The back wall of any construction in a linear stand shall not exceed 2.5m in height including signage. Hanging signs are not permitted. All space only stands will follow these guidelines.

Exhibitors are responsible for fitting their contracted exhibit space at their expense. 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.) Branding on the reverse facing into an adjoining stand is not permitted. If the exhibitor does not comply, IMS Exhibits Management will have the general services contractor correct at the exhibitor's expense.

Customized stands by a third party are required to submit the following documentation for approval:

- Stand project with technical description and drawings
- Structural description and calculations for any special cases such as any singular element over the height of 350cm (i.e. independent wall or tower.)

### **Island Space - Raw**

Island stands are any size stand exposed to aisles on all four sides and are 36m<sup>2</sup> or larger.

The following applies to island stands only:

- Island stands including signage may not extend over 5m in height.
- Island booths must be constructed to allow access from all sides. Island booths should have open sight lines front to back and side to side and through the design (including hanging signs/structures), so that the surrounding area can be viewed through the booth and neighboring booths are not inappropriately obstructed.

- Island booths are to be constructed to allow contiguous 1m of access into the booth from all sides (aisles) to allow attendees to view booth items within the confines of the booth. Kiosks, podiums, help desks, etc. must be set back 1m from the entry access point of the booth. The top of the booth's sign must not extend more than 5m from the exhibit hall floor and cannot block visibility of IMS signs.
- Demonstrations, presentations, catering, etc. may not be on or close to the aisle line of your stand and should be set back a minimum of 1m from the stand edge.
- Exhibitors that have activities that will draw crowds in their stands must make available (in contracted exhibit space) adequate room for lines, without obstructing any aisles.
- Stand space with furnishings, equipment, etc. must be large enough to accommodate all stand activities, including catering and any traffic generated.

Exhibitors who wish to construct an island booth that will be 36m<sup>2</sup> or larger are required to submit a digital drawing, rendering, or architectural plans to IMS Exposition Management, through the online Exhibitor Resource Center for approval by Friday, July 17, 2026. Any changes that occur after initial submission must be resubmitted to IMS Exposition Management for approval prior to the meeting. Should booth construction at the show deviate from the actual submitted and approved floor plans, IMS Exposition Management reserves the right to ask the exhibitor to make modifications at the exhibitor's expense. Please contact Stephanie Houck, IMS Exposition Management, at 703-679-3972 or [stephanie.houck@spargoinc.com](mailto:stephanie.houck@spargoinc.com) with any questions.

### **Gangways/Aisles**

All gangways must always remain unobstructed and accessible. Under no circumstances will any part of a stand, furniture, exhibits or displays be allowed to project beyond the boundary of your stand.

### **Stand Appearance**

Exhibitors shall always keep their assigned space neat and clean. All display parts and/or equipment must be finished or covered by the Exhibitor in a professional manner, so they do not present an unsightly appearance when viewed from adjoining stands or aisles.

Nothing may be stored behind stands or back walls. All Exhibits are subject to inspection by IMS Show Management and/or the Health & Safety during setup and throughout the show to ensure that these areas are kept free of materials. Adherence to all fire and safety regulations is mandatory.

### **Carpet**

The Exhibit Hall in the Scottish Event Campus is NOT carpeted. All stands must be carpeted at the expense of the Exhibiting company. Carpet may be supplied either by the Exhibitor or ordered through Cameron Event Logistics, the official General Service Contractor. IMS Show Management will instruct Cameron Event Logistics to install carpet at the Exhibitors' expense in any stand without carpet installed by Tuesday 22 November at 14:00.

### **Furnishings**

Furnishings are not included in your stand space fee. Information on renting furnishings including tables, chairs, etc. will be included in the Exhibitor Service Manual.

### **30. 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. Exhibitors/Contractors must remove all waste materials. Designate emergency aisles must remain clear at all times.

### **31. Exhibitor-Appointed Contractors (EAC)**

Exhibitors using contractors other than the IMS official contractors for labor, supervision or any other service must submit an Exhibitor Appointed Contractor Form on or before Friday, July 17, 2026, through the online Exhibitor Resource Center. No requests, addenda or substitutions received after that deadline will be considered. Only requests from exhibitors (not EACs) will be considered. A request will be approved only if it will not interfere with or prejudice the orderly setup, interim services or dismantling of the exhibition. Requests will not be approved if they are inconsistent with the commitments made and obligations assumed by IMS in any contract with official service contractors or in its lease with the Scottish Event Campus. All EACs shall abide by the terms, conditions, rules and regulations set forth herein. EACs may not solicit exhibitors. Violation of any rule or regulation may, at the discretion of IMS Exposition Management, result in the appointed contractor's removal from the exhibit floor.

### **32. 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 service contractor to affect the necessary finish and the exhibitor must pay all charges involved thereby. Lighter than air objects and water features are not permitted.

### **33. Electrical Safety**

All the wiring on booths or display fixtures must meet underwriters' rules and standard fire department inspection. This applies to booth construction and not to pre-wired radio and electronic equipment. Access to / or the use of the Exhibit Hall floor-ports is exclusive to the Convention Center and staff and our official Electrical / Mechanical Service provider. Exhibitors are not permitted to use these for any purpose.

### **34. 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.



**35. 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.

**36. Compliance with Applicable Law and Regulations**

Each company is responsible for understanding and following the specific requirements of any code to which they have signed on and any local, state/provincial, and federal laws pertaining to pharmaceutical and medical device manufacturer conduct.

**37. Relocation and Floor Plan Revisions**

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

**38. 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 exhibitor equally with the foregoing rules and regulations.

**39. Agreement to Rules**

Exhibitor, 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 Service Manual, and by any amendments and additional rules that may be put into effect by IMS.