

ENE  
2018 WROCLAW, POLAND

18th Congress of the  
European NeuroEndocrine Association 17-20 October 2018



18<sup>th</sup> Congress of the European Neuroendocrine Association

October 17<sup>th</sup> – 20<sup>th</sup>, 2018

Wrocław, Poland

Sponsor Manual

[www.enea2018.com](http://www.enea2018.com)

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## 1. Welcome Message

Dear Colleagues and Friends,

On behalf of the European Neuroendocrine Association I am pleased to invite you to Wrocław for the 18<sup>th</sup> ENEA Congress from 17 to 20 October 2018. Following Vienna, Sofia and Milan it is a perfect time to visit Poland during the season of golden Polish autumn. Wrocław has been located in the heart of Europe with short distance to the capital cities of surrounding countries. The city of Wrocław has a long multicultural history, influenced by many societies and individuals from the neighbourhood. Currently it is presented as the meeting place and was awarded the European Capital of Culture 2016. I am deeply convinced that you will have an opportunity to discover the true beauty and unusual friendly atmosphere of our city.

We await all scientists and clinicians interested and practicing in neuroendocrinology. The Program Organizing Committee prepared balanced program covering basic reports, translational studies and clinical practice. Six plenary lectures, twelve symposia, nine meet-the-professor, round table discussion, oral communications and poster sessions are planned. You will find a choice of interesting topics and you will have an opportunity to present your recent achievements and reports in neuroendocrinology.

Please accept my warmest invitation to Wrocław.

With best greetings,



A handwritten signature in blue ink, appearing to read 'A. Pereira'.

**Prof. Alberto Pereira**

ENEA President



A handwritten signature in black ink, appearing to read 'M. Bolanowski'.

**Prof. Marek Bolanowski**

Chair LOC

## 2. Date ad Venue

### Date

October 17<sup>th</sup> – 20<sup>th</sup>, 2018

### Venue

Wrocław University Faculty of Law building

Uniwersytecka 7

50-145 Wrocław

Poland



### About Wrocław

Wrocław, located in the southwest part of Poland, is a vibrant, historic city on the forefront of change in the New Europe. It is an academic centre with more than 20 institutions of higher education and over 140,000 students. It is also a dynamic business centre with an economy increasingly based on new technologies and innovation. The city's history is a mishmash of influences that speak of the varied cultural influences on a place that was at different times claimed by Prussia, Austria, Germany and, of course, Poland. Thanks to its history the city has become an open-minded, creative centre for international business and culture. It was the

host of the European Capital of Culture in 2016, with numerous cultural events to the city, and the World Games 2017.

The venue, University Faculty of Law building, is located in Wrocław City Centre, so you can easily reach it by public transportation from the main railway station or through the International Wrocław Airport.

### 3. Contacts

#### Chair Local Committee

Prof. Marek Bolanowski

Department of Endocrinology, Diabetes and Isotope Therapy,

Medical University Wrocław

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50-367 Wrocław, Poland

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#### Organizing Secretariat & Registration Sponsorship & Exhibition Management

EndoScience Service GmbH

Hopfengartenweg 19

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#### Hotel Accommodation

A list of recommendable hotels will be published on the Congress website.

For group bookings and the organization of social events you can contact our local partner in Wrocław

## 4. About ENEA

The European Neuroendocrine Association (ENEA) was founded in the early 1980's to promote, assist and integrate neuroendocrinology in all its aspects, both basic and clinical, throughout the European continent. It organizes biennial meetings in a European center to discuss and explore the latest research and concepts in current neuroendocrinology, and also to educate and enthuse endocrinologists in training. Previous meetings were held in Munich (2002), Sorrento (2004), Athens (2006), Antalya (2008), Liege (2010), Vienna (2012), Sofia (2014), Milan 2016 and for Wroclaw we expect about 500 participants.

The scientific content of the congress has a very high standard and aims a programme that brings the latest of neuroendocrine research as well as discusses the most novel treatments in the field.

## 5. Preliminary Programme

The Preliminary Programme can be found on the ENEA website.

## 6. General Information

### PRELIMINARY KEY DATES

February 2018	Call for Abstracts
June 1, 2018	Deadline for abstract submission
July 31, 2018	Deadline for early registration
October 1, 2018	Deadline for regular registration, after this deadline only on-site registration is possible

### PRELIMINARY REGISTRATION FEES

	<u>Before August 31, 2018</u>	<u>After August 31, 2018</u>	<u>On-Site</u>
General Participation	550 €	600 €	700 €
ENEA Members	450 €	500 €	600 €
Trainees / Nurses / Students	200 €	250 €	300 €
Accompanying Persons	200 €	200 €	200 €

Special "Group booking" rates available (see Registration Packages for further information)

## 7. Sponsor Packages

(All prices in Euro and excl. VAT and local taxes, if applicable)

### **GOLD: € 60.000,00 (The Corporate Membership for 2018 included!)**

The following rights will be granted to the sponsor of this category:

- 25 sqm exhibition space
- Special price for additional exhibition space at 200 EUR / sqm
- 4 complimentary conference registrations
- 4 complimentary exhibitor registrations
- 4 complimentary Gala Dinner tickets
- Company name and logo printed in the preliminary and final programme book
- Company logo and link to the Sponsor's website will be placed in the congress website as Gold Sponsor
- 1 full page, coloured sponsor advertisement in the preliminary and final programme book (only inside ads)
- Company name and logo printed in the abstract book
- First choice of a Satellite Symposium slot (90 minutes), see Point 8 for more details
- 1 free insert in the participants' congress bags (max. of 4 pages, A4)
- Gold sponsor visibility on Sponsors slide displayed between scientific sessions

### **SILVER: € 40.000,00**

The following rights will be granted to the sponsor of this category:

- 16 sqm exhibition space
- Special price for additional exhibition space at 200 EUR / sqm
- 3 complimentary conference registrations
- 3 complimentary exhibitor registrations
- 3 complimentary Gala Dinner tickets
- Company name and logo printed in the preliminary and final programme book
- Company logo and link to the Sponsor's website will be placed in the congress website as Silver Sponsor
- 1 full page, coloured sponsor advertisement in the preliminary and final programme book (only inside ads)
- Company name and logo printed in the abstract book
- 1 free insert in the participants' congress bags (max. of 4 pages, A4)
- Silver sponsor visibility on Sponsors slide displayed between scientific sessions

## **BRONZE : € 25.000,00**

The following rights will be granted to the sponsor of this category:

- 16 sqm exhibition area
- Special price for additional exhibition area at 200 EUR / sqm
- 2 complimentary conference registrations
- 2 complimentary exhibitor registrations
- 2 complimentary Gala Dinner tickets
- 1 full page, coloured sponsor advertisement in the preliminary and final programme book (only inside ads)
- Company name and logo printed in the preliminary and final programme book
- Company logo and link to the Sponsor's website will be placed in the congress web site as Bronze Sponsor
- 1 free insert in the participants' congress bags (1 page, A4)
- Company name and logo printed in the abstract book
- Bronze sponsor visibility on Sponsors slide displayed between scientific sessions

## **8. List of Sponsorship Items**

(all prices in EURO and excl. VAT and local taxes, if applicable)

### **Scientific Activities**

#### **Satellite Symposium\*: € 15.000,00 € - € 40.000,00**

A Satellite Symposium is a programme of 60 or 90 minutes, the content needs to be approved by the programme organizing committee. It may be a morning, lunch or evening symposium.

#### **Please note :**

Satellite symposia can be arranged in accordance with the programme schedule.

The Sponsor of a Satellite Symposium is granted the use of the lecture hall with stage and AV-Equipment, inclusion in the meeting programme, putting up posters about the symposium on its scheduled day. Sponsors of this category should bear in mind that preparation of the content for the symposium, speaker liaisons, travel and accommodation expenses as well as preparation and publishing of printed materials about Satellite Symposia will be within their responsibility. The speakers of the symposium will be registered by the organizer free of charge.

*\* Organized by the sponsor in consultation with the Congress Organizer. Duration: 60 or 90 minutes.*



## Price includes:

- Hiring of the room
- Microphones for speakers and audience
- Single projection
- Audiovisual technician
- Publication of the Symposium Programme in the Programme Book and on the website
- Use of the slide preview rooms
- Sponsors may print posters for the Symposium and display these in the Congress Center on the scheduled day
- Sponsors may publish their own Programme, Abstracts and Proceedings
- Registration of the speakers free of charge

## Poster Sessions: € 15.000,00

Over 200 posters will be presented throughout the congress, partly on poster boards, partly as electronic posters. Sponsor logos will be placed on the poster boards and the screens for maximum exposure and the support will be published in to all printed materials.

## Scientific Awards

The programme Organizing Committee will award 4 prizes, 2 basic and 2 clinical for the best oral communications and poster presentations.

The awards will be announced during the closing ceremony.

Award of your choice including lecture awards may also be presented in the opening or closing ceremony or awards session. Further details are to be discussed with the Congress Secretariat and the Organizing Committee.

## Registration packages / Group bookings

A special registration fee is granted to the Industries, which have a certain minimum amount of registrations.

## Early Registration before 31<sup>st</sup> August 2018

Group Booking of:	30 - 49 registrations	50 - 99 registrations	100 - 200 registrations
General Participation	520 €	500 €	475 €
ENEA Members	430 €	405 €	385 €
Trainees / Nurses / Students	190 €	180 €	170 €

## Congress Items

Congress bags with sponsor logo*	€ 10.000,00
Congress bag insert (1 page, A4)	€ 3.000,00
Congress bag insert (4 pages, A4)	€ 5.000,00
Notepads and pens (provided in kind)	€ 5.000,00
Name Badges & Lanyards*	€ 5.000,00
Name badges with lanyards distributed at the registration will bear the company name and logo.	
Pocket Programme inserted in name badge holder*	€ 5.500,00
Laminated Bookmark in Final Programme/Abstract Book	€ 3.000,00
Exclusive colour advertisement on both sides*	

\* *Production costs included*

## Printed Matters for the Congress

A number of advertisements are available:

### 2<sup>nd</sup> Announcement Advertisement

2<sup>nd</sup> announcements will be distributed at selected conferences covering subjects of neuroendocrinology and sent to the congress participants. Around 10.000 copies are planned to be distributed.

- Back Cover Ad	€ 5.000,00
- Inside Ad	€ 2.000,00

### Final programme & Abstract Book Advertisement

- Back Cover Ad	€ 8.000,00
- Front Inside Cover Ad	€ 6.000,00
- Back Inside Cover Ad	€ 5.000,00
- A4 full page Inside Ad	€ 5.000,00

### Electronic Congress Information

- Web Banner with direct link to sponsor's website on the front page of the main Congress homepage	€ 4.000,00
- Abstract CD-Rom*	price on request

\* *Plus production costs. Production to be arranged via the Congress Secretariat*

## Premises in the Congress Venue

- Internet Corner\* € 4.000,00
- Slide Center / Speaker Ready Room\* € 4.000,00

\* Plus branding production costs. Production to be arranged via the Congress Secretariat

## Catering

- Coffee breaks: 2 coffee-breaks with biscuits per day will be provided on the second and third day of the congress, 1 coffee-break on the last day.

Sponsor / Sponsors may display signage and tabletop advertisement

€ 4.000,00 per day  
€ 10.000,00 all breaks

Any additional ideas for promoting products and services are welcome for consideration.

## 9. Exhibition Space Rental Rates

(all prices in EURO and excl. VAT and local taxes, if applicable)

The exhibition area during the ENEA 2016 is located in the main foyers of the venue. Main catering areas and the plenary hall will be adjacent to the exhibition area to maximize the exhibitors' exposure to delegates.

<b>Prize per sqm</b>	<b>€ 500,00</b>
2m x 3m - 6 sqm:	€ 3.000,00
3m x 3m - 9 sqm:	€ 4.500,00

<b>Price per additional sqm exhibition space</b>	
<b>More than 9 sqm</b>	<b>€ 400,00 /sqm</b>

### Exhibition Space Rental includes the following services:

- Net stand area / floor space only
- Exhibition Technical Manual
- Product/company description entry to be published in the Final Programme Book
- 1 free exhibitor registration per 6 sqm

Space only rental does not include any partition walls, furniture, electrical usage, stand cleaning, etc.

All these services and others will be available in the Exhibitors' Technical Manual and can be ordered.

### **Preliminary Exhibition Schedule**

(to be confirmed and finalized in the Exhibitors' Technical Manual which will be sent to confirmed exhibitors in spring 2016)

#### **Set-up dates:**

Wednesday, October 17, 2018, 8 a.m. to 12 p.m.

#### **Exhibition dates:**

Wednesday, October 17, 2018, 1 p.m. to 6 p.m.

Thursday, October 18, 2018, 9 a.m. to 6 p.m.

Friday, October 19, 2018, 9 a.m. to 5 p.m.

Saturday, October 20, 2018, 9 a.m. to 1.30 p.m.

#### **Dismantling dates:**

Saturday, October 20, 2018, 1.30 p.m. to 6 p.m.

### **Allocation of Exhibition Space**

Space allocation is according to total sponsorship contribution, booth size, date of application and payment of first deposit. Exhibitors wishing to avoid assignment of space adjacent to that of a particular competitor should indicate so on their exhibition application form. Careful consideration will be given to all requests ENEA reserves the right to relocate or reassign booths at any time for the overall benefit of the meeting.

### **Exhibitor Registration**

One exhibitor badge per 6 sqm rented exhibition space will be given (access to scientific sessions included). For any additional exhibitors an exhibitor registration fee of € 65 will be charged. An exhibitor registration form will be included in the Exhibitors' Technical Manual.

### **Exhibitors' Technical Manual**

An Exhibitors' Technical Manual outlining all technical aspects of exhibiting will be circulated in late spring 2018.

It will include:

- Technical details about the Venue and booth construction details
- Final exhibition details and information
- Services available to exhibitors and order forms

## 10. Payment and Cancellation Conditions

### Payment Conditions

All payments must be made in EURO (EUR).

A deposit of 60% of the total cost will be invoiced upon receipt of the completed sponsorship Application form and is due for payment upon receipt of the invoice to guarantee the reservation. The final balance is due by August 30, 2018.

For bookings made after August 30, 2018, the full amount is due at the time of reservation.

### By Bank Transfer

Name of Bank: Stadtparkasse München, Sendlinger Tor 6a, D-80336 München

Account number: 98186570

Account owner: EndoScience Service GmbH

Bank sorting code:

IBAN: DE65 7015 0000 0098 1865 70

BIC: SSKMDEMM

### Cancellation Policy

Cancellations and changes to your original booking must be made in writing to EndoScience Service GmbH, Germany.

### Cancellation Fees

60% of total cost if booking is cancelled on or before August 30, 2018.

100% of total cost will be retained thereafter.

## 11. Participation Terms & Conditions

### Terms and Conditions Exhibition/Sponsoring

**1. Application for Exhibition/Sponsoring:** In order to be considered for Exhibition/Sponsoring, the application form must be filled in, completed with a legally competent signature, and delivered to us on time. However, mailing or delivering of the Application Form for Exhibition/Sponsoring to the Organizing Secretariat does not constitute a formal agreement that the Exhibitor/Sponsor will be admitted to participate. Contractual conditions are constituted only after the Organizing Secretariat has sent written confirmation of acceptance to the Exhibitor/Sponsor. In case of acceptance, Exhibitor/Sponsor will be bound by the Terms and Conditions listed in the Sponsorship & Exhibition Brochure and in the Application Forms

for Exhibition and Sponsorship. The Organizing Secretariat reserves the right to refuse any application to exhibit/sponsor without giving cause. Exhibition space and sponsorship items are allotted according to the terms and conditions as listed in the Exhibition/Sponsorship Sponsorship & Exhibition Brochure. Any company which disobeys the directives of the Organizing Secretariat may be excluded from the exhibition/sponsoring with immediate effect by the Organizing Secretariat. Such companies are liable for the whole rental sum, for the registration fee(s) and for all incidental expenses including the legal value added tax. All oral agreements, special permissions and special arrangements are valid only upon receipt of written confirmation.

**2. Obligations and Rights of the Exhibitor:** The booths may only be used for exhibiting and advertising the Exhibitor's own products, materials or services as described in the application form, but not for the sale of any products. Advertising materials may be distributed only within the confines of the booth. Any kind of promotion outside the respective exhibition space is forbidden (such as Working Acts, distributing flyers etc.).

The partial or complete subleasing or otherwise relinquishing of a booth to a third party, as well as private agreements for switching booths or floor space between two exhibitors is prohibited.

The Organizing Secretariat reserves the right to enter any booth at any time. Booths need to be occupied during exhibition hours. The exhibition rooms are to be used only during regular opening hours. Prior written permission from the Organizing Secretariat is obligatory for the presentation of advertising lectures, advertising films, slide projections, for the distribution of samples, beverages or food. It is strictly forbidden for companies which are not exhibitors/sponsors to advertise in any way in the exhibition hall or in the entrances to the exhibition hall.

**3. Obligations and Rights of Organizing Secretariat:** The Organizing Secretariat reserves the right to revise the time and location of the exhibition, to shorten the duration of the exhibition and to cancel the exhibition altogether. Any change regarding the exhibition's time and duration neither entitles the exhibitor to cancel the contract nor to request a fee reduction or to put forward a claim to damages incurred by these changes.

**4. Liability Insurance:** The Organizer provides general guard service and third party insurance at the Congress site. Equipment and all related display materials installed by exhibitors are not insured by the Organizer, and they will under no circumstances be liable for any loss, damage or destruction caused to equipment, goods or property belonging to exhibitors/sponsors. The Exhibitor agrees to be responsible for his property and person and for the property and

persons of his employees and agents and for any third party who may visit his space through full and comprehensive insurance, and shall hold harmless the Organizer for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy.

**5. Set-up of booths:** To ensure a smooth course of events, Exhibitors must obey all directives and instructions of the Organizing Secretariat regarding the use of booths, their decoration, the use of self-designed and self-constructed booths, and the fitting and furnishings of the booths. Before setting up their booths/displays/installations, Exhibitors must first contact the Organizing Secretariat and reconfirm placement of the booth as well as inform themselves of any special regulations relating to their booth. Standard side and back walls of booths are to be 2.5 (2 and a half) meters high. For any variation from this norm, specific permission must be obtained in advance from the Organizing Secretariat. Written permission also needs to be

obtained for any changes in the size or structure of the floor space, or for any changes to the rented objects. Booths must be set up and completed during the timeframe designated. An Exhibitor or advertising company contracted by the Exhibitor who wishes to set up a booth or exhibit of their own design and construction must first submit sketches and plans with a statement of colour schemes of such a booth or exhibit to the Organizing Secretariat. The Organizing Secretariat reserves the right to demand changes in such booths or exhibits should safety regulations, technical requirements, or the responsibility of preserving or obtaining the best possible overall image for the exhibition, as judged by the Organizing Secretariat, so require. The side and back walls of all stands should be finished on the outside as well as the inside. Exhibitors must avoid obstructing the view of or access to neighboring booths. Special care must be taken to avoid the use of lights or spotlights that may annoy visitors or neighboring booths. Should an exhibitor not follow the directives of the Organising Secretariat or not carry out such directives punctually, the Organizing Secretariat reserves the right to take the necessary steps at the cost of the Exhibitor.

The Organizing Secretariat reserves the right to close or obstruct unused entrances or exits to the exhibition rooms and the right to direct the Exhibitor to another space in the exhibition hall if necessary even if this directive conflicts with previous written agreements. Organizing Secretariat also reserves the right to rent floor space of a booth not finished on time to another applicant. In such a case, the Exhibitor is responsible for all costs arising from cancellation.

**6. Maintenance of booths and exhibition area:** Exhibitors are responsible for the proper care of the floors, walls, staircases and storage rooms as well as the hired booths and furnishings. Hired booths and furnishings must be returned in an orderly condition and in an orderly way.

To avoid scratches and furrows on floors as the result of sliding heavy packing cases, exhibitors are required to use protective coverings. Exhibitors and their shipping agents, on specific orders from the exhibitor, must take special care when transporting heavy packing cases and heavy loads. Exhibitors who wish to display extra heavy exhibits demanding special supports or foundations must request prior permission specifically in this matter from the Organizing Secretariat. It is not permitted to drive nails or hooks into the walls of the exhibition hall, to install electric wiring or to cut or drill holes in the walls of the rented booths. Empty containers and packing materials must be disposed of at the exhibitor's cost before the start of the exhibition; cleaning the booth is the Exhibitor's responsibility. No part of an exhibition booth may be suspended from the ceiling. No part of an exhibit or of the booth's structure may protrude beyond the allotted area on any side. No signboards may protrude beyond the booth's walls.

Decorating materials and wallpaper used by the exhibitor must be fire-proof. Prior to use, written proof of this fact must be presented to the Organizing Secretariat.

Police regulations, fire regulations and other official regulations must be observed at all times, also during the construction and dismantling of the exhibits.

**7. Electrical Installations – Power consumption:** The cost of electricity will be invoiced to each Exhibitor separately and is not included in the rental fee. Electrical installations within the booth are at the Exhibitor's expense; however, such installations may only be carried out by an electrician appointed by the Organizing Secretariat.

The Organizing Secretariat however is not responsible for any losses or damage which may occur from interruptions or defects in the electric power supply.

**8. Dismantling of booths:** The Exhibitor must dismantle the booth within the allotted time and return hired furnishings on time. Upon leaving, the Exhibitor must clear the booth area and clean the floor. Stored materials, empty containers and packing materials must be disposed of. Items for which the Exhibitor has made no arrangements regarding removal and storage at his/her cost and which are left behind become the property of the Organizing Secretariat, and no reimbursement will be made for such items. The Organizing Secretariat can demand that Exhibitors restore the exhibition area to the original condition at the Exhibitor's expense. If the Exhibitor does not dismantle and clear away his/her exhibit in a timely manner, these items will be removed by the Organizing Secretariat at the Exhibitor's cost. The Exhibitor is liable for the actual cost incurred by the Organizing Secretariat for such removals of abandoned exhibits. Rented Items which were originally accepted as satisfactory for rental by the exhibitor are to be returned undamaged and in satisfactory condition. All rented items are considered to be in satisfactory condition unless a written notation signed by the Organizing Secretariat is made at



the time of rental. Exhibitors must bear the costs of repairs to damaged exhibition areas and of repairs of or necessary cleaning of rented items.

**9. Payments – Breach of contract:** Please refer to the terms of payment, reduction and cancellation policy and corresponding deadlines as given in the Exhibition/Sponsoring Sponsorship & Exhibition Brochure and the application forms for Exhibition/Sponsoring. The dimensions of floor space, booth measurements and rented items given are approximate. The Organizing Secretariat reserves the right to change these dimensions in order to most efficiently use the available exhibition area and to adjust the booths to the blueprints of the exhibition hall. Prices charged are however based on the actual dimensions; if more floor

space is later allotted and actually used than was originally ordered, the additional fee for it is to be paid immediately. Special requests regarding placement of the booths/sponsorship items will be considered. However, such requests do not constitute a condition of registration on the part of the Exhibitor/Sponsor. Furthermore, Organizing Secretariat reserves the right to reduce the amount of floor space initially requested. Failure to comply with local authorities and international regulations may not be used as a ground to declare the contract void. Failure to comply with the Rules and Regulations will not expose the Organizing Secretariat to any suits or demands by the Sponsor/Exhibitor/any third party. The Exhibitor bears the costs of the Contract Fee which is one per cent (1%) of the rental costs, as well as all other taxes, fees or official charges on the rental sum, if applicable. A special fee is charged for decorating rented items in special material of the Exhibitor's choice. Also, Exhibitors must bear the cost of any special installations. In case of delayed payment, ten per cent (10%) interest per annum is charged. If a company wishes to renounce all claims to taking part in an exhibition after having contracted to do so, the company is nevertheless liable for the rental sum and for incidental expenses.

In case of cancellation of the exhibition, the Organizing Secretariat will return the part payments received less the sum equivalent to the costs which have arisen for the Organizing Secretariat up to the time of cancellation; the registration fee will not be returned. This agreement shall remain in full force and effect in case of merger or acquisition of the contracting company.

**10. Place of Legislation:** In all cases of litigation it is agreed to by the Exhibitor that the competency of the duly authorized court in Nurnberg, Germany is recognized. Electively, the Organizing Secretariat may choose to appeal to the competent court in whose jurisdiction the exhibitor falls. German law is to be applied.