Exhibition and Sponsorship Guidelines

for the

ISE Topical and Annual Meetings 2027

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I. Exhibitor Packages

ISE offers a range of exhibitor packages for organisations seeking to participate in the exhibition programme of the ISE Meetings 2027. The available options differ in scope and level of visibility, allowing exhibitors to select the package most appropriate to their participation objectives and the meeting(s) attended.

All packages are subject to the conditions set out in these guidelines and in the online Exhibitor Booking Form.

I. Single-Event Exhibitor Packages

Three Single-Event Exhibitor Packages are available for each meeting: Bronze, Silver, and Gold. The inclusions and entitlements associated with each level are specified in the relevant package description.

The 78th Annual Meeting of the ISE:

- Bronze Package: EUR 3,200
- Silver Package: EUR 3,800
- Gold Package: EUR 4,800

The 44th, 45th and 46th Topical Meetings of the ISE:

- Bronze Package: EUR 1,800
- Silver Package: EUR 2,400
- Gold Package: EUR 3,200

II. Multi-Event Exhibitor Packages

Multi-Event Exhibitor Packages are available to organisations booking a Gold Exhibitor Package for the 78th Annual Meeting together with exhibitor participation at one or more of the 44th, 45th, and 46th Topical Meetings.

The applicable discount is calculated on the combined standard package fees.

- Premier Access (10% discount) - Total package fee: EUR 5,940
    - 1 Gold Package for the 78th Annual Meeting of the ISE: EUR 4,320
    - 1 Bronze Package for either the 44th, 45th, or 46th Topical Meeting: EUR 1,620

- Enhanced Access (15% discount) - Total package fee: EUR 8,160
    - 1 Gold Package for the 78th Annual Meeting of the ISE: EUR 4,080
    - 1 Silver Package for the either the 44th, 45th, or/and 46th Topical Meeting: EUR 2,040
    - 1 Silver Package for the either the 44th, 45th, or/and 46th Topical Meeting: EUR 2,040

- Elite Access (20% discount) - Total package fee: EUR 11,520
    - 1 Gold Package for the 78th Annual Meeting of the ISE: EUR 3,840
    - 1 Gold Package for the 44th Topical Meeting: EUR 2,560
    - 1 Gold Package for the 45th Topical Meeting: EUR 2,560
    - 1 Gold Package for the 46th Topical Meeting: EUR 2,560

II. Sponsorship Packages

Sponsorship packages are available for organisations that wish to receive sponsor recognition without exhibiting on site. These packages may be suitable for organisations that do not require a physical exhibition presence or attendance by company representatives.

- The 78th Annual Meeting of the ISE: EUR 1,500

- The 44th, 45th and 46th Topical Meetings of the ISE: EUR 2,500

III. Optional Add-Ons

I. Additional Exhibitor Registration

Exhibitors may purchase an additional exhibitor registration for an additional booth representative. The registration includes access to the exhibition area, scientific programme, refreshments, lunches, and receptions.

- The 78th Annual Meeting of the ISE: EUR 750 per additional exhibitor
- The 44th, 45th and 46th Topical Meetings of the ISE: EUR 650 per additional exhibitor

II. Gala Dinner

For the Topical Meetings, the Gala Dinner is included in the exhibitor registration. For the 78th Annual Meeting, the gala dinner is not included in the exhibitor registration and must be booked separately through the Exhibitor Booking Form.

- The 78th Annual Meeting of the ISE: EUR 100 per exhibitor
- The 44th, 45th and 46th Topical Meetings of the ISE: included

III. Exhibitor Partner Package

The Exhibitor Partner Package is available to organisations wishing to share one exhibition booth with another participating organisation. Each partner organisation will receive the agreed joint promotional recognition associated with the shared booth arrangement.

The Partner Package fee is charged in addition to the selected exhibitor package.

- The 78th Annual Meeting of the ISE: EUR 1,000
- The 44th, 45th and 46th Topical Meetings of the ISE: EUR 800

IV. Welcome Bag

Exhibitors may book logo placement on participant welcome bags, subject to production deadlines and ISE approval.

- The 78th Annual Meeting of the ISE: EUR 1,000
- The 44th, 45th and 46th Topical Meetings of the ISE: EUR 500

V. Student Helper t-shirts

Exhibitors may book logo placement on the official student helper T-shirts, subject to production deadlines and ISE approval.

- The 78th Annual Meeting of the ISE: EUR 800
- The 44th, 45th and 46th Topical Meetings of the ISE: EUR 400

VI. Poster Prize

Oragnisations may support the Poster Prize programme.

- The 78th Annual Meeting of the ISE: minimum value of EUR 100 per recipient, with a minimum of prizes is 10.
- The 44th, 45th and 46th Topical Meetings of the ISE: minimum value of EUR 100 per recipient, with a minimum of prizes is 5.

All proposed prize categories, eligibility conditions, and selection criteria must be submitted to the ISE Organising Committee for review and are subject to final approval by the ISE Executive Committee. A

handling fee of EUR 100 applies to each Poster Prize contribution to cover the administrative processing and distribution of prize payments.

Organisations that have not purchased an Exhibitor or Sponsor package in addition to sponsoring Poster Prizes are not eligible for company promotion. Their company name, logo and website link will not be featured in any conference digital or printed materials.

Organisations are responsible for preparing and providing the relevant prize certificates. The ISE will administer the payment and distribution of the approved prize amounts to the award recipients.

IV. Exhibitors and sponsors' rules & regulations

These Rules and Regulations govern participation by exhibitors and sponsors at ISE meetings. They are intended to ensure the safe, orderly, and professional operation of the exhibition and to clarify the respective responsibilities of exhibitors, sponsors, and the organisers.

By submitting a booking, participating in the exhibition, or accepting sponsorship benefits, the exhibitor or sponsor agrees to comply with these Rules and Regulations, the conditions of the applicable booking form, and all instructions issued by the organisers or venue.

I. Booth Allocation and Use of Space

Exhibition space will be allocated according to the exhibitor package selected. Gold Exhibitors will be given priority in selecting booth locations, followed by Silver Exhibitors and subsequently Bronze Exhibitors. Within each package category, booth locations will be allocated on a first-come, first-served basis.

The organisers will endeavour to accommodate reasonable placement requests; however, no particular location, position, or configuration can be guaranteed. The organisers reserve the right to amend the exhibition layout or relocate an allocated booth where necessary for operational, safety, or venue-related reasons. Exhibitors will be informed of any material changes as soon as reasonably practicable.

Booth space is reserved solely for the registered exhibitor. Exhibitors may not assign, sublet, transfer, or share their allocated booth space with another organisation without the prior written approval of the organisers. Any approved joint participation or booth sharing arrangement is subject to the applicable Partner Package fee and conditions.

II. Exhibitor Booking, Registration and Payment

Applications for exhibitor or sponsor participation must be submitted to the ISE Office no later than two months before the start of the relevant meeting. Exhibition space and sponsorship benefits are confirmed only upon written confirmation by the organisers and receipt of payment in accordance with the payment deadline stated in the booking confirmation or invoice.

Failure to make payment by the stated due date may result in cancellation of the reservation, without further obligation on the part of the organisers. In such cases, the organisers may allocate the booth space or sponsorship opportunity to another organisation.

Each exhibitor representative must be registered in advance. The names of all attending representatives must be submitted no later than one month before the meeting. A handling fee of EUR 50 will apply to late submissions, substitutions, or changes to the registered exhibiting company, co-exhibitors, sub-exhibitors, booth partners, or booth personnel after this deadline. All such changes require the prior written approval of the organisers.

III. Exhibitor Entitlements

Exhibitor registrations include the benefits specified in the purchased exhibitor package. Registered exhibitor representatives may access the exhibition area, scientific programme, refreshments, lunches, receptions, and other included conference activities.

For Topical Meetings, the conference dinner is included. For the Annual Meeting, the gala dinner is not included unless separately purchased. Additional exhibitor registrations, furniture, electricity, technical services, or other optional services may be requested, subject to availability and additional charges.

Sponsorship packages provide the recognition and benefits specified in the relevant sponsorship description. Sponsorship does not automatically include exhibition space, exhibitor registrations, or on-site attendance unless expressly stated in the confirmed package.

IV. Set-Up, Operation and Dismantling

Exhibitors are responsible for the installation, operation, and dismantling of their booths. The organisers will provide the designated set-up, opening, and dismantling times in advance. Exhibitors must comply with these times and all venue instructions.

Booths must be fully installed before the published opening time of the exhibition. All displays, equipment, packaging, and materials must be removed by the deadline communicated by the organisers. Exhibitors that fail to remove materials by the stated deadline may be charged for storage, removal, or handling costs.

Exhibitors are not required to staff their booths continuously during the meeting unless otherwise specified by the organisers. However, exhibitors remain responsible for the security and proper conduct of activity within their allocated space throughout the exhibition period.

V. Booth Equipment and Design

The standard booth set-up, where applicable, generally includes the items specified in the purchased package, such as a table, chairs and an electrical socket. Exhibitors are responsible for supplying and maintaining any additional equipment required for their participation, including computers, screens, electrical cords, product displays, promotional materials, and demonstration equipment.

Any request for additional construction, furniture, power supply, specialist equipment, or customised booth design must be arranged in advance with the organisers or the designated venue contractor. Such services are subject to availability and may be invoiced separately.

Booth design, displays, and activities must not obstruct aisles, emergency exits, neighbouring booths, or access routes. Displays that exceed the allocated space, create excessive noise, generate undue disturbance, or otherwise interfere with the operation of the exhibition are not permitted. The organisers may require an exhibitor to modify or remove any element that does not comply with these requirements.

VI. Promotional Activities and Materials

Promotional activities must be conducted exclusively within the exhibitor's allocated booth space, unless prior written approval has been obtained from the organisers. The distribution of promotional materials in aisles, meeting rooms, lounges, entrances, or other public areas is not permitted.

Exhibitors are responsible for arranging the production, shipment, storage, and return of their own materials. The organisers accept no responsibility for materials that are lost, stolen, damaged, delayed, or held by customs or carriers.

Exhibitors holding a Gold or Silver package may include one item of company literature and one type of branded giveaway in the participant welcome bags. For this purpose, "one item" means one single version of printed company literature and one single type of giveaway item. Multiple brochures, flyers, product sheets, catalogue versions, giveaway designs or other variations will not be accepted for inclusion. Where more than one variation is submitted, the organisers will include only one version of the literature and one type of giveaway, at their discretion.

All promotional materials intended for inclusion in the participant welcome bags must be delivered to the meeting venue no later than one day before the official start of the conference. Materials may be shipped in advance or delivered in person by an authorised exhibitor representative. Exhibitors are responsible for ensuring that materials are delivered in the required quantity, clearly labelled, and received by the

organisers within the stated deadline. Materials received after this deadline cannot be included in the participant welcome bags, and no refund or alternative promotional entitlement will be provided.

VII. Health, Safety and Security

Exhibitors must comply with all applicable laws, venue rules, and health and safety requirements. Electrical equipment must be safe, properly maintained, and compliant with venue specifications. Exhibitors must not interfere with, alter, or connect directly to venue electrical systems.
All displays, fittings, decorations, and materials used in the exhibition must comply with applicable fire-safety requirements. Fire exits, emergency equipment, access routes, and safety signage must always remain unobstructed.

While the organisers may arrange general security for the exhibition area, exhibitors remain solely responsible for the security of their property, materials, and equipment. The organisers accept no liability for theft, loss, or damage to items left unattended in exhibition spaces.

VIII. Insurance and Liability

Exhibitors are responsible for obtaining adequate insurance for their participation, including insurance for loss of or damage to their equipment and materials, public liability, personal injury, and property damage.

To the extent permitted by applicable law, the organisers shall not be liable for any loss, damage, theft, injury, delay, or expense incurred by an exhibitor, sponsor, its personnel, contractors, or representatives in connection with the meeting, exhibition, travel, accommodation, or related activities. This exclusion does not apply where liability cannot legally be excluded under applicable law.

Exhibitors are responsible for any damage caused to the venue, exhibition area, fixtures, or equipment by their personnel, contractors, installations, or activities. Any resulting repair, replacement, cleaning, storage, or handling costs may be charged to the exhibitor.

IX. Intellectual Property and Use of Logos

Exhibitors and sponsors are responsible for ensuring that all products, displays, images, presentations, trademarks, and other materials used in connection with their participation do not infringe the intellectual-property or other rights of third parties.

The ISE name, meeting name, and logos may be used only with the prior written approval of the organisers and solely in accordance with the approved branding guidelines. Approval to use the conference logo does not grant any ownership rights or broader licence to use ISE intellectual property.

X. Photography and Filming

The organisers may photograph, film, or otherwise record the meeting and exhibition for documentation, reporting, and future promotional purposes. By participating, exhibitors and sponsors acknowledge that their booth, branding, representatives, and related activities may be included in such material without additional payment.

Exhibitors may photograph or film their own booths. Photography or filming of other exhibitors' booths, materials, or representatives requires the prior consent of the relevant exhibitor or individual.

XI. Cleaning, Waste and Noise

The organisers will arrange general cleaning of common exhibition areas. Exhibitors are responsible for keeping their own booth space orderly during opening hours and for removing waste, packaging, and materials in accordance with the venue's waste-disposal procedures.

Audio-visual equipment, demonstrations, and other activities must be operated at a volume that does not disturb neighbouring exhibitors or meeting participants. The organisers may require the reduction or discontinuation of any activity that creates excessive noise, congestion, or disruption.

XII. Cancellations, Postponement and Force Majeure

An exhibitor or sponsor wishing to cancel its participation must notify the organisers in writing. Cancellations received within 60 days before the meeting are subject to a cancellation fee of 50% of the total booked amount. No refund will be issued for cancellations received 30 days or fewer before the meeting.

If the meeting is postponed or cancelled by the organisers, any payments received for the relevant exhibitor or sponsorship package will be refunded, unless an alternative arrangement is agreed in writing. The organisers shall not be liable for travel, accommodation, shipment, staffing, production, or other costs incurred by exhibitors or sponsors.

The organisers shall not be liable for any failure, delay, modification, postponement, or cancellation resulting from circumstances beyond their reasonable control, including natural disasters, public-health emergencies, war, civil disturbance, strikes, transport disruption, government action, or venue unavailability. In such circumstances, the organisers may amend, reschedule, relocate, or cancel the meeting as reasonably necessary.

XIII. Professional Conduct

Exhibitors, sponsors, and their representatives must always conduct themselves professionally and respectfully. Harassment, discrimination, threatening behaviour, inappropriate conduct, or any activity that disrupts the meeting or compromises the safety or comfort of participants will not be tolerated.

The organisers may require any person engaging in unacceptable conduct to leave the meeting or exhibition area. In serious cases, the exhibitor's or sponsor's participation may be terminated without refund.

XIV. Governing Law and Amendments

These Rules and Regulations are governed by Swiss law. Any dispute arising out of or in connection with exhibitor or sponsor participation shall be subject to the exclusive jurisdiction of the competent courts in Switzerland.

The organisers reserve the right to amend these Rules and Regulations where reasonably necessary. Exhibitors and sponsors will be informed of material changes and remain responsible for complying with the current version of the applicable rules.