



## ABIM 2019: Exhibitor information and terms

<b>Date</b>	Monday, 21 October - Wednesday, 23 October 2019
<b>Location</b>	Hall 4.1, Congress Center Basel, Switzerland
<b>Installation Hours</b>	Monday, 21 October from 07:00 - 13:00
<b>Exhibition Open</b>	Monday at 13:00 to Wednesday at 13:00
<b>Dismantling Hours</b>	Wednesday 23 October from 13:00 - 16:00

All exhibition spaces will be in hall 4.1, which is located on the first floor of the Congress Center Basel. The conference will be held in the Montreal auditorium, which is located on the second floor, as are other meeting spaces. The second floor foyer can also be used for ad-hoc meetings and 1-to-1 meetings.

A shell scheme will be provided as standard for all exhibition booths (for example layouts please see illustrations below). No signage or other equipment is provided. Furniture and display equipment such as chairs, tables, desks, screens, literature displays etc. can be ordered from the on-line shop managed by the Congress Center Basel. The login information will be provided by the congress secretariat.

The online booking service to book booths will be available in May. Booths can be booked on a first come, first served basis. All booths that have been booked will no longer be available on the online service. The exhibition layout is final.

A single conference pass is included with each exhibition space booked. Please note that all additional exhibitor personnel need to be separately registered for the conference and exhibition (the fee paid includes all meals, coffee breaks and receptions). It is not possible to admit unregistered visitors even if they are only attending the exhibition and not the conference.

**Deadline to book exhibition booths:** 31 August 2019

**Link to online booking:** <https://cvent.me/MqIZo>



## **ABIM 2019 – Terms and conditions for exhibitors**

ABIM strives to maintain a professional atmosphere for attendees and exhibitors. To this end, terms have been established to govern access, participation, activities etc. in the exhibition hall. Exhibitors understand that, when applying for and agreeing to occupy an exhibition space, they are bound by the ABIM terms.

It is imperative that all exhibitors, installation and dismantling companies, exhibit designers, and communication and marketing firms acting on an exhibitor's behalf are aware of and adhere to the ABIM terms and conditions.

### **Exhibition management**

ABIM reserves the right to refuse access, for any reason, to any company, product or service.

### **Booth layout plan**

ABIM reserves the right to determine the layout of the exhibition. The final layout depends on the number of booths and their sizes. The organisers cannot guarantee that a company will always be in the same space as in the previous year or a requested space.

### **Installation hours**

Monday, 21 October from 07:00 to 13:00

### **Booths**

The booth shell scheme will be set up before the exhibitors enter the hall. All exhibition booths must be set up by 13:00 on Monday, 21 October. Unless a late set-up has been requested and authorised by ABIM, any booth that is unoccupied by 13:00 on Monday, 21 October will be regarded as a no-show and the contract to exhibit will be terminated. Any and all freight placed on the site of the booth will be removed and returned to the loading dock at the exhibitor's expense.

Do not attach any material to the walls that are likely to leave marks or residues, or damage them in any way. Posters and other items must be fixed by removable means, which do not leave any residue or traces. Please get removable adhesive at the registration or you may get help from the stand builder. Any rubbish must be disposed of. Any cleaning costs incurred will be charged to the exhibitor. ABIM reminds exhibitors that as a "green" industry, our exhibitors should consider the type of display used. We strongly promote the reuse and recycling of display material.



### **Delivery prior to the event**

Deliveries are not allowed before 14 October 2019. Parcels will be rejected before this date.

### **All material should be sent to:**

Congress Center Basel  
MCH Messe Schweiz (Basel) AG  
c/o ABIM 2019 / Hall 4.1  
Company Name / booth number  
Messeplatz 21  
4058 Basel  
Switzerland

Responsible persons at the Congress Center Basel:

Jasna Niederberger, phone: +41 58 206 30 95, [exhibition@congress.ch](mailto:exhibition@congress.ch)

Heavy deliveries and pallets must be delivered via “Anlieferzone 4”, Halle 4 (opposite Clarahofweg 39). Deliveries will be taken at the reception on the second floor.

The Congress Center Basel is not responsible for lost, damaged or undelivered goods. Please make sure that the shipment of your materials is paid for by your company. The Congress Center Basel is not liable for any costs, including deliveries, and will refuse the shipment if costs arise.

### **Exhibition opening hours**

Monday, 21 October	13:00 – 19:00
Tuesday, 22 October	08:00 – 19:00
Wednesday, 23 October	08:00 – 13:00

### **Dismantling hours**

Wednesday, 23 October 13:00 – 16:00

Dismantling exhibits prior to this time is prohibited.

Any damage caused by improper handling of supplied materials will be charged to the exhibitor.

After the conference is finished, the exhibitor is responsible for arranging the shipping of exhibition materials. All shipping documents must be ready and the costs of shipping and customs must be paid by the exhibitor.

Packaged consignments that are to be returned, accompanied by the corresponding documents, must be brought to the appropriate collection point during dismantling and collected within a week.

Material that is not deposited in the correct manner will be disposed of. The Congress Center Basel does not assume any responsibility or liability for loss, damage or delays.



### **Installation and dismantling staff**

Installation and dismantling personnel who are not employees of the exhibiting company must report to the reception desk upon arrival and state which exhibiting company they are acting for. They do not need to be registered.

### **Registration**

Please note that additional personnel attending the exhibition also need to be separately registered for the conference and exhibition (the fee paid includes all meals, coffee breaks and receptions). It is not possible to admit unregistered visitors.

### **Exhibitor staffing**

Exhibition booths must be staffed and operational at all times during exhibition hours.

### **Cancellation policy**

If cancellation occurs before or on 31 August 2019, an administration fee of 20% of the total cost of the booth will be charged to the exhibitor.

If cancellation occurs after 31 August, the charges for the booth are payable in full.

### **Give-aways and marketing materials**

Any exhibitor give-aways should be educational or modest in value. Exhibitors are not allowed to provide visitors with food and beverages.

All exhibitors' marketing activities are limited to the confines of their contracted exhibition space and must respect all applicable regulations, trade rules and our code of conduct as listed below.

### **Booth space allocation**

The online booking service to book booths will be available in May. Booths can be booked on a first come, first served basis. All booths that have been booked will no longer be available on the online service. ABIM reserves the right to modify the floor plan after registration has been completed.

The subletting or assignment of a portion or the whole of the space by an exhibitor is prohibited. Exhibitors may not permit any other party to exhibit in their space without prior consent from the ABIM Steering Group.



## **Advertising**

Exhibitors will not use the ABIM registered trademark, be it prior to, during or after the exhibition.

## **Code of conduct**

Exhibitors will agree to act in a responsible manner whilst exhibiting at ABIM. They shall make claims that are “based on good science” and are not misleading in any way. The authorisation or approval status of products or ingredients/agents, when claimed, should be accurate and should be supported by appropriate documentation if asked. As the exhibition is about biocontrol, the display should be relevant to an audience interested in biocontrol. Exhibitors should avoid direct comparisons with competitors without reference to reputable scientific studies. Exhibitors agree to act in a responsible manner at the booth and not prevent or hinder other exhibitors from promoting their products. Display products should ideally be dummy packs. Bringing dangerous and/or toxic substances to the booth is prohibited. Exhibitors agree to amend or remove elements of their display that are deemed to be in conflict with the code of conduct by the ABIM Steering Group and the general regulations of the Congress Center Basel, the arbitrators of this policy.

## **Insurance**

For the duration of the agreement, the exhibitor shall maintain comprehensive general liability insurance against claims for bodily injury or death and property loss or damage occurring in, upon or resulting from the premises leased by ABIM. Such insurance shall include contractual liability and product liability coverage of at least \$1,000,000 per occurrence with a \$2,000,000 aggregate. ABIM and the Congress Center Basel shall be added as additional insureds to such insurance. The exhibitor shall confirm to ABIM that such insurance cannot be cancelled or changed prior to ABIM. The exhibitor agrees by signing the ABIM Exhibitor Agreement that the required insurance is in place and will remain in force for the duration of the exhibition.

ABIM and the Congress Center Basel will bear no liability for personal injuries, whether suffered by an exhibitor, its employees, its contractors, agents or business invitees. ABIM will also assume no liability for loss or damage to the property of an exhibitor, its employees, its contractors, agents or business invitees, regardless of the cause, unless such injury or damage results from, or is caused directly or exclusively by, the negligence or wrongful acts of ABIM and/or the Conference Center Basel.



### **Liability and indemnification**

The exhibitor will be fully responsible for any claims, liabilities, losses, damages, or expenses, including attorney's fees, relating to or arising out of any loss of, injury to, or damage to any person or property of the exhibitor or any other property where such injury, loss or damage is incident to, arises out of or is in any way connected with the exhibitor's participation in the exhibition. The exhibitor shall protect, indemnify, hold harmless, and defend ABIM, its officers, directors, agents, volunteers, vendors, and employees from and against any and all such claims, liabilities, losses, damages, and expenses, including attorneys' fees, provided that the foregoing shall not apply to injury, loss, or damage caused by or resulting from the negligence or wilful misconduct of ABIM and/or the Conference Center Basel, their officers, directors, agents, volunteers, vendors or employees.

### **Force majeure**

In the event that any part of the exhibition hall is destroyed or damaged so as to prevent ABIM from permitting an exhibitor to occupy assigned space during the exhibition period (in part or in whole), or in the event that occupation of assigned space during the exhibition period (in part or in whole) is prevented by strikes, Acts of God, national emergency, or other causes beyond the control of ABIM, then the exhibitor will be charged for space only for the period the space was or could have been occupied by the exhibitor, and the exhibitor hereby waives any claim against ABIM, its officers, directors, agents, volunteers, vendors, employees and the Congress Center Basel for losses or damage which may arise in consequence of such inability to occupy assigned space.

### **Interpretation and application of terms**

All matters and questions not specifically covered by these terms, as well as booth assignments, are subject to the arbitration decision of ABIM's Steering Committee.

### **Data protection**

- (1) You can register for our seminars and events via our online registration service. For this purpose, the following data marked as mandatory data must be entered: selected event, first name, surname, e-mail address, and home address. We need this data to register your online registration and to enable your participation in the conference. The provision of further, specifically marked data is voluntary and is used in order to optimize the seminar content and to be able to use further contact options with you.
- (2) The legal basis for this is our legitimate interest in offering you an online registration for our event in accordance with Art. 6 Par. 1 S. 1 lit. f GDPR. The data will not be passed on to third parties or used in any other way.
- (3) If you do not wish to register online, you can also contact us at the address given in the imprint to register for our seminars.





(4) By attending ABIM, you are agreeing to let us keep in contact. You always have the ability to see the data we process, and you have the right for deletion at any time.

(5) As part of the registration service, particularly the 1-to-1 networking feature, delegates can voluntarily choose the option to release certain data for the purpose of networking. This is limited to first name, last name and organization. This same information will be recorded in a list of participants, which if delegates agree, will be shared with other participants. Your data will be entered in the participant lists on the basis of your consent; the legal basis is Art. 6, para. 1, sentence 1, lit. a GDPR. Your data will not be used for any other purpose than the compilation of participant lists. Consent to appear on the list is given separately for each seminar and can be revoked at any time.

## Organisers address and contact details

### **Forschungsinstitut für biologischen Landbau FiBL**

Research Institute of Organic Agriculture

Ackerstrasse 113

Box 219

5070 Frick

Switzerland

Phone +41 (0)62 865 72 04

Internet: [www.fibl.org](http://www.fibl.org)

### **International Biocontrol Manufacturers Association (IBMA)**

Rue de Trèves 61

1040 Brussels

Belgium

Phone +32 (0)2 231 18 42

Internet: [www.ibma-global.org](http://www.ibma-global.org)

Frick, 30 April 2019