

2020 RULES and REGULATIONS

Exhibit Rules & Regulations - The rules and regulations contained herein are part of all exhibit stand contracts. The International Society for Stem Cell Research (ISSCR) reserves the right to enforce these rules and regulations, as well as to make final decisions on all points covered or not covered in these rules and regulations. The ISSCR reserves the right to decline or remove any exhibit/company that, in its judgment, is not suitable or not keeping with the character of the exhibition. At its discretion, the ISSCR may accept or reject any application for exhibit space. The ISSCR shall have full authority to interpret or amend these rules, and its decision is final.

Show Management - International Society for Stem Cell Research (ISSCR), 5215 Old Orchard Rd, Suite 270, Skokie, IL 60077 USA, Phone: +1.224.592.5700, Fax: +1.224.265.0004, www.ISSCR.org . The term "Show Management" used herein and in subsequent regulations shall mean the International Society for Stem Cell Research (ISSCR), its agents or employees acting for it, and the management of the exhibit hall.

Amendments - All exhibit matters, and questions not covered in the prospectus, service kit and/or the exhibit contract are subject to the decision of Show Management. These rules and regulations may be amended or changed at any time by the ISSCR, and all amendments and changes will be binding on all parties.

Table of Contents:

[Badges](#)

[Booth Equipment & Services](#)

[Booth Layouts](#)

[Cameras](#)

[Cancellation & Downsizing of Exhibit Space](#)

[Damage to Exhibit Facilities](#)

[Early Dismantling Penalty](#)

[Electrical](#)

[Eligibility to Exhibit](#)

[Enforcement of Rules & Regulations](#)

[Event Scheduling \(Meeting Request Form\)](#)

[Exhibit Admittance](#)

[Exhibitor Appointed Contractor](#)

[Fire & Safety Regulations](#)

[Food & Beverage for Hospitality](#)

[Giveaways/Contests/Lotteries](#)

[Installation & Dismantling of Exhibits](#)

[Insurance](#)

[ISSCR Logo](#)

[Material Handling](#)

[No-Show Policy](#)

[Payment Terms](#)

[Presenters and Models](#)

[Press & Press Kits](#)

[Product Demonstration](#)

[Restriction on Selling](#)

[Show Cancellation](#)

[Staffing, Use of Space & Subletting](#)

[Storage](#)

[Use of Exhibits & Exhibit Facilities](#)

[Wi-Fi](#)

Badges - Exhibiting companies are entitled to two (2) meeting registration badges per ten-foot by ten-foot (10' x 10') exhibit stand. Registrations include access to scientific sessions. ISSCR does not offer Exhibit Hall - only registrations. Up to ten (10) additional registrations may be purchased at a discounted rate by Exhibiting companies. The rate for these registrations is available on the ISSCR 2020 website, www.isscr2020.org.

Booth Equipment and Services - The Exhibitor Service Kit includes forms from the Official Contractor for exhibitors to order items for their booth such as: booth rental furniture, featuring carpeting/flooring, additional walling, accessories or signs.

Booth Layouts - The ISSCR subscribes to IAEE's Guidelines for Display Rules and Regulations. The rules and regulations for booth construction are modified to allow island booths to have a maximum height of 20 feet. The Exhibit Service Kit will include detailed information as it pertains to booth construction and layout. You can purchase the IAEE Guidelines for Display Rules and Regulations. All

Exhibitors are required to have carpet in their booth. The following booth configurations are permitted: · In-Line, · Corner, · Island, Each ten-foot by ten-foot (10'x10') booth comes with: · Eight foot, (8') High back wall drape, · Three Foot (3') High sidewall drape, · One (1) Identification Sign.

Cameras - Photographs or videotaping during set up or dismantling is prohibited. During show hours, photography is permitted by contracted official photographers. An exhibitor who contracts with someone other than the Official Show Photographer to photograph their booth must treat the photographer as he would any other Exhibitor Appointed Contractor, i.e., exhibitor must supply name and address of the supervisor in attendance and the names of personnel on site, as well as a certificate of insurance for the contractor and submit the Exhibitor Appointed Contractor form (found in the exhibitor services kit) with the contractor's certificate of insurance to T3 EXPO by 11 May 2020. A list of these photographers will be given to security, and they will be allowed only in the booth for which they were contracted. The recording of video on the show floor is prohibited unless special permission has been given by the ISSCR. Requests for video recording must be made in writing.

Cancellation and Downsizing of Exhibit Space - All cancellations or downsizing of exhibit space must be received in writing prior to 24 February 2020. Upon notification of cancellation, ISSCR has the right to resell the space vacated.

The date upon which the notice of cancellation is received will act as the official cancellation date. Cancellations prior to 24 February 2020 will forfeit 50 percent of the booth fee. Cancellations after that time will forfeit 100 percent of the booth fee. A non-refundable 10% administration fee will be charged on all downsizing of exhibit space. Booth fees are not transferable.

Damage to Exhibit Facilities - The Exhibitor is responsible for any damage it causes to any property of others, to the Facility or the ISSCR. Exhibitors or their agents shall not injure or deface the walls, columns, or floors of the exhibit facilities, the booths or the equipment or furniture in the booth. Should such damage occur, the exhibitor is liable to the owner of the property.

Early Dismantling Penalty - Exhibitors dismantling before Saturday, 27 June 2020, 16:00 will be charged a \$500 USD penalty, lose earned priority points and forfeit their company's right to exhibit at future meetings of the International Society for Stem Cell Research.

Electrical - Electrical installations must conform to facility rules and regulations and to all national, state and local codes. All Exhibitor materials must conform to national, state and local fire and safety codes. Electrical order forms will be included in the Exhibitor Service Kit. All electrical orders are to be made with the BCEC. If the exhibitor request power other than along the back of their booth drape line they will need to contact T3 Expo to have the power laid in the requested location.

Eligibility to Exhibit - The ISSCR reserves the right to determine the acceptability of applications for exhibit space. The products or services to be exhibited must be of professional or educational interest or benefit to the registrant and are, in the opinion of the ISSCR, related to the fields of stem cell science and regenerative medicine. Exhibitor shall not in any manner indicate that an ISSCR endorsement or approval of Exhibitor's product or service has been given by the ISSCR merely because the ISSCR has approved such product or service for display.

Enforcement of Rules and Regulations - Anyone found in violation of these rules and regulations may be subject to any or all of the following remedies at the sole discretion of the ISSCR: · The exhibit is closed down until the situation is remedied, · The exhibit is closed down for the remainder of the show, · Loss of priority points for current year's show, · Prohibition of exhibiting at future ISSCR meetings.

Event Scheduling - As a partner and member of the stem cell community, we welcome you to schedule a function during the ISSCR 2020 Annual Meeting (ISSCR 2020). You may do so by completing the

Private Event and Request for Meeting Space Approval Form. Rules regarding hosting a function or event are available on the application. Any function held in conjunction with the ISSCR Annual Meeting must be pre-approved by the ISSCR in writing. Click [here](#) to apply through the Meeting Request Form.

Exhibit Admittance - Show Management reserves the right to refuse admittance to or to eject from the exhibit floor any objectionable or undesirable person.

Exhibitor Appointed Contractor - Exhibitors may employ professional contractors to perform work desired at the Exhibitor's booth space. The ISSCR assumes no liability for any work performed by such contractors, and Exhibitors shall look solely to such contractors in the event of any injury or damage resulting from work performed by such contractors.

All outside installation and dismantling contractors or individuals hired directly by Exhibitors to erect and dismantle exhibits shall provide the Official Contractor, T3 Expo, with a valid Certificate of Insurance.

Should Exhibitors wish to utilize a firm who is not an Official Contractor designated by the ISSCR, Exhibitors may use their own contractors ("Exhibitor Appointed Contractors") and notify in writing no later than *11 May 2020*. This rule will be strictly enforced. Exhibitor Appointed Contractors include photographers, security, etc. It is the Exhibitor Appointed Contractor's responsibility to abide by all rules and regulations from the ISSCR, the onsite facility, and the exhibitor kit.

Fire and Safety Regulations - Local regulations will be strictly enforced, and exhibitors assume all responsibility for compliance with such regulations. All decorations must be fireproofed and electrical wiring must meet the safety requirements of the local Fire Department. No combustible material shall be stored in or around exhibit booths.

Food and Beverage for Hospitality - Distribution of food and beverage from your booth is permitted. Exhibitors must comply with any rules and regulations set forth by the facility with regards to food and beverage. Popcorn is NOT permitted. The BCEC/Signature Boston have sole catering rights for the sales and/or distribution of any article of food or drink for consumption onsite, therefore all stand catering must be ordered through the venue. Further information regarding distribution of food and beverage, including how to submit a food and beverage order, can be found in the Exhibitor Services Kit.

Giveaways/Contests/Lotteries - Exhibitors may distribute samples and souvenirs provided the ISSCR determines that it is done in a dignified manner and does not create a nuisance or interfere with business in adjoining booths. Any debris resulting from giveaways or packaging will be cleared by Official Contractor at the exhibitor's expense. *The following items are NOT approved: pen or pocket knives, pocket tools, manicure kits, badge holders/lanyards, and cameras.* Any exhibitor having a contest or drawing of any kind must follow all local laws/ordinances/rules/regulations set forth by the Massachusetts Government. It is the exhibitor's responsibility to make sure they follow all rules and regulations correctly. Any violations will be at the sole expense and fault of the exhibitor. The ISSCR is not responsible or liable for any contests, drawings or giveaways held prior, during or after the meeting.

Installation and Dismantling of Exhibits - All displays must be set up by the designated time. The Official Contractor claims jurisdiction over all set-up and dismantling of exhibitions including signs and laying of carpet. This does not apply to the unpacking and placement of Exhibitor Merchandise. The Official Contractor claims jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An Exhibitor may move materials that can be carried by hand, by one person in one trip, without the use of dollies hand trucks or other mechanical equipment. If Exhibitors fail to remove their materials from the Exhibition area in a timely manner, Exhibitors shall indemnify, hold harmless and defend the ISSCR from and against any and all fees or expenses that must be paid to the facility as a result of such a late removal. Any property remaining in the Exhibition area after the termination of the ISSCR Annual Meeting Exhibition may be disposed of or stored at the

Exhibitor's sole cost, as the Official Contractor of facility deems appropriate. All exhibitors are required to have undergone venue induction prior to the admittance to site.

Insurance - It is the sole responsibility of the exhibitor for any damages, claims, losses, liabilities or expenses arising from any injury to any person or property that arises out of or is in any manner connected with the exhibitor's participation in the ISSCR's Annual Meeting, including its indemnity obligations. Exhibitor shall at its own cost and expense provide General Liability Insurance in an amount not less than \$1,000,000 USD to cover such obligations, including show cancellation insurance. This insurance should recognize the ISSCR as an additional insured. The exhibitor agrees to protect, indemnify, defend and hold harmless the ISSCR from and against any and all liabilities, losses, damages, suits, claims, demands, costs and expenses, including but not limited to reasonable attorney's fees in connection there-with, which may arise or result in any way from the wrongful acts or negligent acts of exhibitor, its agents, contractors and employees. In no event shall the ISSCR be liable to exhibitor for any loss of business, business opportunities, or for any other type of direct or consequential damages alleged to be due under any claim. It is agreed and understood by exhibitor that the sole liability of the ISSCR for any claims of exhibitor shall be a refund of the amounts paid by exhibitor under this agreement as an exclusive remedy. The parties indemnified and insured shall include the ISSCR, its officers, directors, members, agents and employees.

ISSCR Logo - The ISSCR logo is the property of the ISSCR and may not be used without the permission of Show Management.

Material Handling - See instructions in this exhibitor service manual.

No-Show Policy - An exhibiting company will be considered a no-show if its booth space is unoccupied by 12:00 on 24 June 2020. The exhibitor shall be deemed to have cancelled their Exhibit Space Application/Contract for the 2020 Annual Meeting and will forfeit their space. The exhibit space may be assigned to another exhibitor or used by Show Management. The ISSCR will not provide a refund to the exhibitor.

Payment Terms

- Exhibit Booth orders placed during the ISSCR 2019 Annual Meeting 26-29 June 2019, must submit Full Payment by 31 August 2019.
- Exhibit stands purchased after 31 August 2019 and before 31 January 2020, must submit full payment within 30 days of invoice date for an exhibit stand.
- Starting 1 February 2020 full payment must be submitted within 20 days of invoice date.

Failure to submit payment as outlined will result in your exhibit space being released without notification and resold.

Presenters and Models - Professional presenters or models may conduct product and service demonstrations. Activity and attire of models and demonstrators shall be consistent with the professional atmosphere of the ISSCR Annual Meeting.

Press and Press Kits - All press conferences and media events related to an exhibitor's participation at the ISSCR Annual Meeting must be coordinated with the ISSCR Press Office staff. Press conferences by exhibitors on the exhibit floor are prohibited. No press conferences may be scheduled at hotels or other locations away from the Annual Meeting site.

Product Demonstrations - Demonstrations are permitted if they are presented in an objective, tasteful manner and approval has been received in advance from the ISSCR. Sound must be at a level that does not disturb neighboring exhibits, and presentations must be done in such a manner as not to encourage attendees congregating in the aisles. Exhibitors using audio systems should direct the sound into their

booth and not towards the aisle or neighboring exhibits. The exhibitor will be required to stop using a system if, in the ISSCR's opinion, the sound level or presentation is objectionable to the attendees or adjacent exhibitors. Approval is required for all product demonstrations and written request for approval must be received by 11 May 2020.

Restriction on Selling - All over-the-counter sales or sales of any kind that involve the exchange of currency for goods received during the exhibition are prohibited. It is the Exhibitors' responsibility to follow and adhere to any local, city, state or county laws as it relates to business practices or sales conducted in the exhibition.

Show Cancellation - It is mutually agreed that in the event that the ISSCR 2020 Annual Meeting is cancelled in whole or in part, or its scheduled opening is cancelled or delayed, due to fire, explosion, strike, freight embargo, act of God, act of public enemy, act of war, war, act of terrorism, civil disturbance, act of any government, de jure or de facto, or other government declaration or regulation, epidemic or other event over which the ISSCR has no control, then the exhibitor contract may be immediately amended by the ISSCR, and exhibitor hereby waives any and all claims against the ISSCR for damages, reimbursement, refund, or compensation. The ISSCR shall not be financially liable in the event the show is interrupted, cancelled, moved or rescheduled.

Staffing, Use of Space and Subletting - Exhibits must remain intact and staffed at all times during exhibition hours. All Exhibitor activities must be confined to the limits of Exhibitor's allocated exhibit space and must not impede traffic or interfere with the activity of other exhibitors. No exhibitor shall sublet, assign or share any part of their allocated space.

Storage - Please arrange the storage of your crates, cases, etc. directly with the Official Contractor. Cases, crates, and storage containers may not be visible in your stand.

Use of Exhibits and Exhibit Facilities - All exhibits shall serve the interest of the members of the ISSCR and shall be operated in a way that will not detract from other exhibits, the exhibition, or the Meeting as a whole. Show Management reserves the right to remove any exhibit that the ISSCR believes to be detrimental to the purpose of the meeting. No person, firm or organization not having contracted with Show Management for space in the exhibit hall will be permitted to display or demonstrate any products, processes, or services, solicit orders or distribute advertising materials at the exhibition. Any infringement of this regulation will result in the prompt removal of the offending person from the exhibit hall.

Wi-Fi - Please arrange a VLAN line if you require a wired Internet connection at your booth. Hot spot devices and MiFis are strictly prohibited and cannot be used within exhibitor booths. Please refer to the Exhibitor Services Kit for more information on how to order a Broadband internet connection through the venue.