

ISSCR Exhibitor Rules & Regulations – 2022 Annual Meeting

The rules and regulations contained herein are part of all virtual and in-person exhibit booth 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 virtual or in-person exhibit space. The ISSCR reserves the right to refuse any Exhibitor that does not adhere to the [ISSCR Guidelines for Stem Cell Research and Clinical Translation](#). 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

www.ISSCR.org
exhibits@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.

Within this document the following terms will be related to vendors as noted:

- Facility: Moscone West Convention Center
- Official Contractor: T3 Expo Services, orders@t3expo.com
- Virtual Platform: JUNO

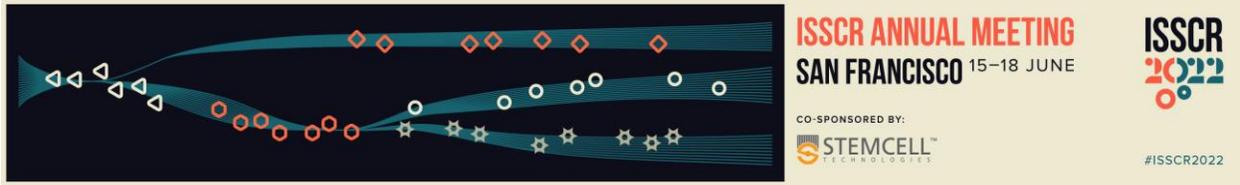
Amendments

All exhibit matters, and questions not covered in the prospectus, Exhibitor Service Kit and/or 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.

Specific Terms and Conditions

[Advertising Policy](#)
[Booth Early Dismantling Penalty](#)
[Booth Equipment and Services](#)
[Booth Layouts](#)

[Cameras](#)
[Cancellation or Downsizing](#)
[COVID-19 and Vaccinations](#)
[Damage to Exhibit Facilities](#)



[Electrical](#)
[Eligibility to Exhibit](#)
[Enforcement of Rules and Regulations](#)
[Event Scheduling](#)
[Exhibit Admittance](#)
[Exhibit Booth Demonstrations](#)
[Exhibit Registration](#)
[Exhibitor Appointed Contractor](#)
[Fire and Safety Regulations](#)
[Food and Beverage for Hospitality](#)
[Giveaways/Contests/Lotteries](#)
[Innovation Showcases/Micro-Theater](#)
[Installation and Dismantling of Exhibits](#)
[Insurance](#)
[ISSCR Logo](#)
[Main Program Dates/Times](#)

[Material Handling](#)
[No-Show Policy](#)
[Payment Terms](#)
[Piracy](#)
[Presenters and Models](#)
[Press and Press Kits](#)
[Privacy Policy](#)
[Recording Policy](#)
[Restriction on Selling](#)
[Show Cancellation](#)
[Staffing, Use of Space and Subletting](#)
[Storage](#)
[Unions and Contractors](#)
[Use of Exhibits and Exhibit Facilities](#)
[Virtual Booth Set-Up and Services](#)
[Wi-Fi](#)

Advertising Policy | Advertisers are welcome to purchase advertisements to promote their products and services at the ISSCR Annual Meeting so far as they are in alignment with the ISSCR. See the [ISSCR General Advertising Guidelines](#) for details.

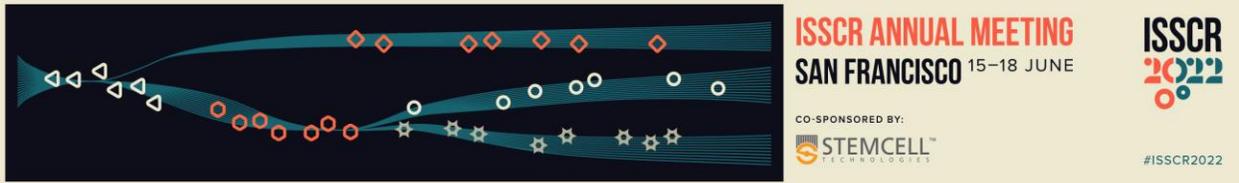
Any advertisements or promotions made by an Exhibitor or Sponsor regarding the ISSCR Annual Meeting must be reviewed and approved by the ISSCR.

Booth Early Dismantling Penalty | Exhibitors dismantling before **17:00 on Friday, 19 June 2022** 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.

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 16 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 by [clicking here](#).

The following booth configurations are permitted: in-line, corner, and island.



Each ten-foot by ten-foot (10'x10') booth comes with:

- Eight foot (8') High back wall drape (gray/white)
- Three Foot (3') High sidewall drape (gray/white)
- One (1) Identification Sign
- One (1) Wastebasket

All Exhibitors are required to order or bring a floor covering. Carpeting is not included in the exhibit booth.

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 Service Kit) with the contractor's certificate of insurance to T3 Expo (orders@t3expo.com) and ISSCR (exhibits@isscr.org) by **16 May 2022**. 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.

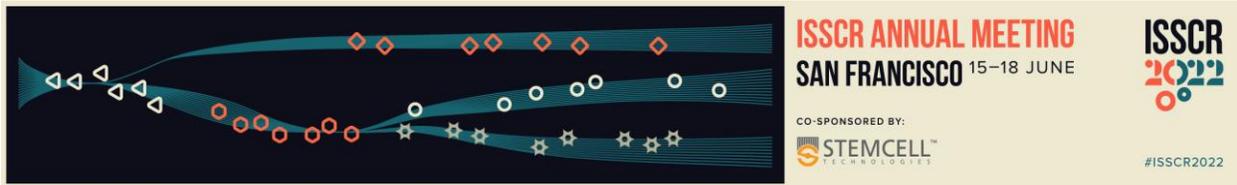
Cancellation or Downsizing | All cancellations or downsizing of exhibit space or sponsorship items must be received in writing prior to **23 February 2022**.

The date upon which the notice of cancellation is received will act as the official cancellation date. Cancellations prior to **23 February 2022** will forfeit 50 percent of the total cost. Cancellations after that time will forfeit 100 percent of the total cost.

A non-refundable 10% administration fee will be charged on all downsizing of exhibit space. Booth fees are not transferable. Upon notification of cancellation, ISSCR has the right to resell the space vacated.

COVID-19 and Vaccinations | The health and safety of all participants is paramount to the ISSCR. All attendees, exhibitors, sponsors, vendors and ISSCR staff will be required to agree to the following items:

- Must be up-to-date with their vaccination and show proof of vaccination as requested or upon arrival.
 - Up-to-date vaccination means two weeks after completing the entire recommended series of vaccination (usually one or two doses) with a



vaccine authorized to prevent COVID-19 by the FDA, including by way of an emergency use authorization, or by the World Health Organization (WHO), and one week after having received a booster once eligible.

- Links to approved vaccines can be found in [San Francisco's Safer Together Health Order](#).
- Abide to any COVID-19 rules and regulations set forth by the city of San Francisco and the ISSCR for the duration of the event and understanding regulations are subject to change based on federal and local guidelines.
- Must wear a well-fitted mask that covers nose and mouth throughout the meeting at the convention center or at any social event venues.

All will keep socially distanced and respectful of other attendees' requests for space.

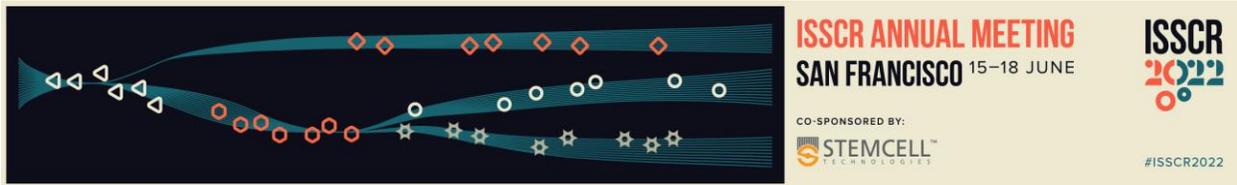
Damage to Exhibit Facilities | The Exhibitor is responsible for any damage it causes to any property of others, to the Facility or the ISSCR. Exhibitors or their agents shall not injure or deface the walls, columns, or floors of the exhibit facilities, the booths or the equipment or furniture in the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

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 connections are to be ordered through the Official Contractor, T3 Expo.

Eligibility to Exhibit | The ISSCR reserves the right to determine the acceptability of applications for exhibit booth space, including the right to refuse any Exhibitor that does not adhere to the [ISSCR Guidelines for Stem Cell Research and Clinical Translation](#). 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. An Exhibitor shall not in any manner indicate that an ISSCR endorsement or approval of an Exhibitor's product or service has been given by the ISSCR merely because the ISSCR has approved an organization's exhibit booth.

Enforcement of Rules and Regulations | Anyone found in violation of these rules and regulations may be subject to any or all the following remedies at the sole discretion of the ISSCR:

- The exhibit is deactivated and eliminated from the Virtual Platform or physically closed until the situation is remedied.



- The exhibit is deactivated and eliminated from the Virtual Platform or physically closed for the remainder of the show.
- Loss of priority points for current year's show.
- Exclusion from exhibiting at future ISSCR meetings.

Event Scheduling | Any meeting, hospitality, social function, or social event taking place during the ISSCR Annual Meeting (ISSCR 2022) must be pre-approved by the ISSCR in writing. These functions are permitted during program-free hours only and must not conflict with ISSCR educational sessions, special programs, or social events, including receptions provided by the ISSCR. Failure to comply may result in denial of participation in all future ISSCR events, exhibit application being cancelled without refund or exhibit stand being closed. Contact the ISSCR at exhibits@isscr.org for an Ancillary Meeting Request Form.

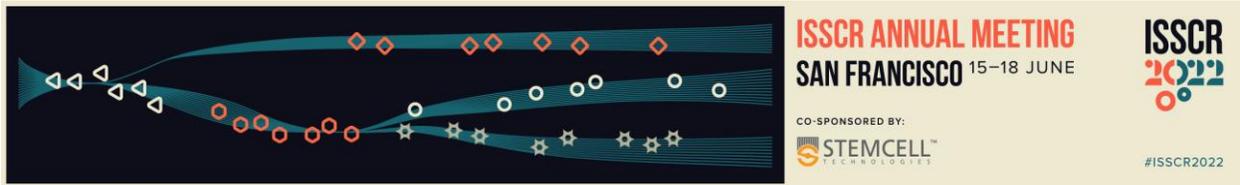
Exhibit Admittance | Show Management reserves the right to refuse participation from the Virtual Platform or exhibit floor of any objectionable or undesirable person.

Exhibit Booth Demonstrations | In-person exhibit booth 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 **4 May 2022**.

Exhibit Registration | In-person exhibit only companies are entitled to two (2) meeting registrations per 10' x 10' exhibit booth (Start-Up Pavilions will receive one (1) meeting registration). Exhibit booths that are only virtual are entitled to two (2) virtual meeting registrations. Registrations include access to scientific sessions. ISSCR does not offer Exhibit Hall only passes.

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 2022 Annual Meeting [website](#).

Exhibitor Appointed Contractor | 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 ISSCR in writing no later than **16 May 2022**. 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 Service Kit.

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 ISSCR and the Official Contractor with a valid Certificate of Insurance by **16 May 2022**.

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.

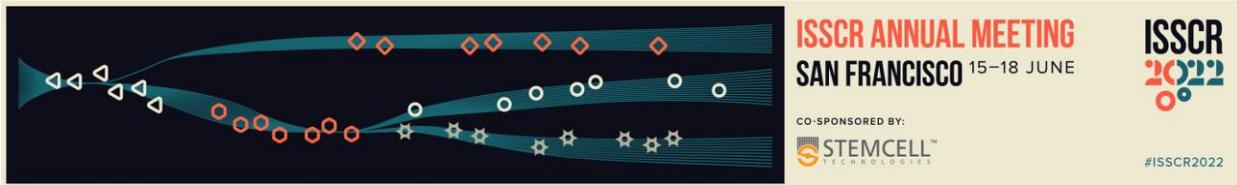
Food and Beverage for Hospitality | Distribution of food and beverage from your booth is permitted. Exhibitors must comply with any rules and regulations set forth by the Facility with regards to food and beverage. Popcorn is NOT permitted. The Moscone West Convention Center's catering provider, Savor has sole catering rights for the sales and/or distribution of any article of food or drink for consumption onsite, therefore all booth catering must be ordered through Savor. Further information regarding distribution of food and beverage, including how to submit a food and beverage order, can be found in the Exhibitor Service 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 an Official Contractor at the Exhibitor's expense.

The following items are NOT approved: pen or pocketknives, pocket tools, manicure kits, badge holders/lanyards, and cameras.

Any Exhibitor having a contest or drawing of any kind must follow all governmental laws, ordinances, rules, and regulations. It is the Exhibitor's responsibility to make sure to correctly follow all rules and regulations. Any violations will be 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.

Innovation Showcases/Micro-Theater | Innovation Showcases and/or Micro-Theaters that are purchased will be given instructions regarding time limits,



formats, file sizes and/or uploading instructions, etc. by the ISSCR whether it is for in-person and/or virtual.

Installation and Dismantling of Exhibits | All displays must be set up by the designated time. Times listed in Pacific Daylight Time Zone (San Francisco, California, USA).

Setup

Tuesday, 14 June 09:00 – 17:00

Wednesday, 15 June 08:00 – 12:00

Exhibit Hours

Wednesday, 15 June 14:30 – 20:30

Thursday, 16 June 11:00 – 17:00

Friday, 17 June 11:00 – 17:00

Dismantle

Friday, 17 June 17:00 – 20:00

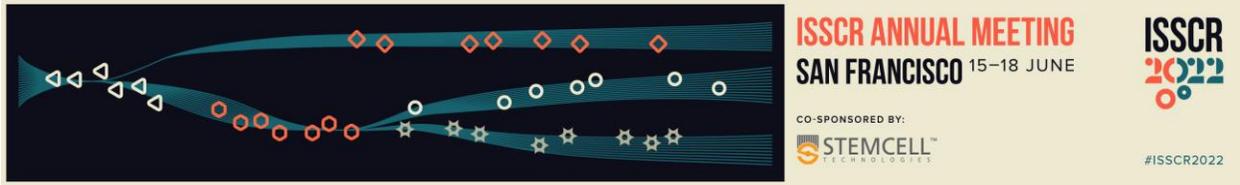
Saturday, 18 June 8:00 – 12:00

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 all fees or expenses that must be paid to the facility because 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 the facility deems appropriate.

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 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 the Exhibitor, its agents, contractors and employees. In no event shall the ISSCR be liable to the 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 the Exhibitor that the sole liability of the ISSCR for any claims of Exhibitor shall be a refund of the amounts paid by the 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.

Main Program Dates/Times | Times listed in Pacific Daylight Time Zone (San Francisco, California, USA).

Wednesday, 15 June	8:30 – 20:30
Thursday, 16 June	8:00 – 19:00
Friday, 17 June	8:00 – 19:30
Saturday, 18 June	9:00 – 18:00

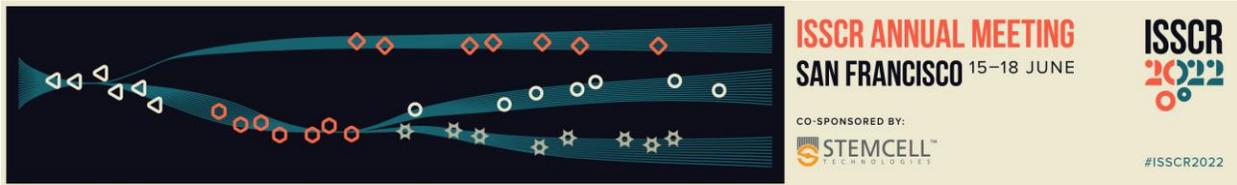
Times are subject to change.

Material Handling | See instructions in this Exhibitor Service Kit.

No-Show Policy | An exhibiting company will be considered a no-show if its

- Virtual booth space is not prepared for viewing by **11 May 2022**.
- And/or in-person booth space is not prepared for in-person viewing by **12:00 on 15 June 2022**.

The Exhibitor shall be deemed to have cancelled their agreement for the ISSCR Annual Meeting and will forfeit their booth. The virtual and/or in-person exhibit booth may be assigned to another exhibitor or used by Show Management. The ISSCR will not provide a refund to the Exhibitor.



Payment Terms | All sales are final. Payment is due upon receipt of invoice. Failure to submit payment by one month before the ISSCR Annual Meeting will result in your virtual and/or in-person exhibit booth being removed from the event.

Piracy | ISSCR does not sell its exhibitor or attendees lists, and no third-party is authorized to distribute or sell any lists related to our events. Statements claiming to offer our attendee lists are fraudulent. If you encounter an email or phone call from a fraudulent company, please forward the information to exhibits@isscr.org.

Official vendors of the ISSCR 2022 Annual Meeting will be listed on the event's [website](#) and will have the ISSCR vendor seal. For any questions or concerns, please contact exhibits@isscr.org.

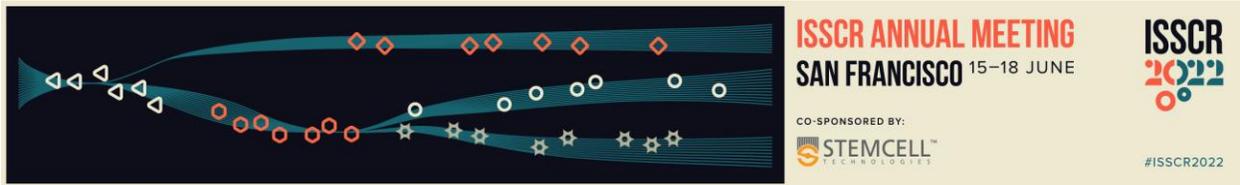
Presenters and Models | Professional presenters or models may conduct product and service demonstrations. Activity and attire of models and demonstrators shall be consistent with the professional atmosphere of the ISSCR Annual Meeting. It will be the Exhibitor's responsibility to arrange a registration badge for any presenters and models for their booth and/or Innovation Showcase.

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's Director of Media and Strategic Communications, Kym Kilbourne, kkilbourne@isscr.org. 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.

Privacy Policy | The ISSCR recognizes the importance of protecting the privacy and rights of individuals in relation to their personal information. See the [ISSCR General Privacy Policy](#) for details.

Recording Policy | By exhibiting at the ISSCR Annual Meeting, you agree to ISSCR's Recording Policy. The ISSCR strictly prohibits the recording (photographic, screen capture, audio and/or video), copying or downloading of scientific results from the sessions, presentations and/or posters at the ISSCR Annual Meeting. Intent to communicate or disseminate results or discussion presented at the meeting is prohibited until the start of each individual presentation.

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 2022 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, pandemic, 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.

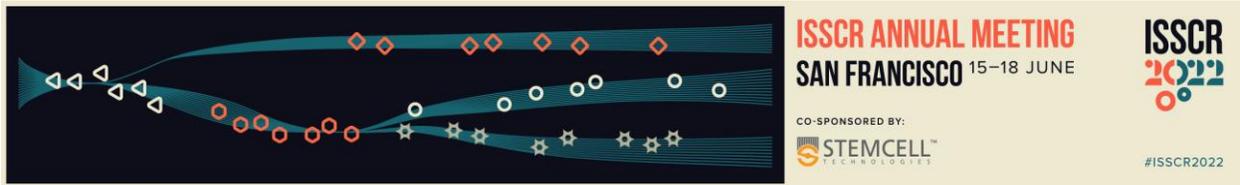
If this event transitions to a fully virtual event, exhibits purchased for the in-person component of the meeting will be applied to the virtual event. Exhibitors that invested in in-person components of the meeting that cannot be transferred virtually will have the option to carry credits for their in-person investment forward to apply to future sponsorship, exhibiting, or advertising opportunities.

Staffing, Use of Space and Subletting | In-person exhibit booths must remain intact and always staffed during exhibition hours. All Exhibitor activities must be confined to the limits of Exhibitor's allocated exhibit booth/space and must not impede traffic or interfere with the activity of other Exhibitors. Virtual Exhibit Booth must have at least one (1) exhibit staff available for a minimum of four (4) hours every day of the ISSCR 2022 Annual Meeting. All Exhibitor activities must be confined to the limits of Exhibitor's allocated exhibit booth and chat room and must not interfere with the activity of other Exhibitors. No exhibitor, in-person or virtual, 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.

Unions and Contractors | Exhibitors agree to abide by the Rules and Regulations concerning governmental unions having agreements with the Exposition facility or with authorized service contractors employed by Show Management. Only the Official Contractors designated by Exhibit Management will be permitted in exhibit areas unless authorized by Exhibit Managers.

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.

Any person, firm or organization that has not contracted with Show Management for space in the exhibit hall will not 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.

Virtual Booth Set-Up and Services | The Exhibitor will have the opportunity to design their virtual exhibit booth following the brand guidelines and template provided via the Virtual Platform. Further information will be provided under separate cover.

Wi-Fi | Please arrange a VLAN line if you require an 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 Service Kit for more information on how to order a Broadband internet connection through the venue.