EXHIBITORS PROSPECT

25TH INTERNATIONAL CONGRESS OF THE E.A.E.S.

14 – 17 JUNE 2017

MESSE FRANKFURT
FRANKFURT AM MAIN
GERMANY
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## Important dates:

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<td>20 December 2016</td>
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## Contact information:

**European Association for Endoscopic Surgery (E.A.E.S.)**

**Office address:**
Luchthavenweg 81.211  
5657 EA Eindhoven - The Netherlands

**Postal address:**
P.O. Box 335  
5500 AH Veldhoven – The Netherlands

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E-mail: info@eaes.eu - www.eaes.eu

Executive Director: Ria Palmen  
E-mail: ria.palmen@eaes.eu

Sponsoring and Exhibition: Fred Meyer  
E-mail: fred.meyer@eaes.eu
Society information

EAES has pleasure to invite you to participate and attend the 25th International congress of the European Association for Endoscopic Surgery to be held on the 14th through the 17th of June 2017 in Frankfurt, Germany

The E.A.E.S.

The E.A.E.S. was founded in 1990 and since then has become a growing and dynamic organization that will continue to play a leading role in the future progress of endoscopic surgery and advanced technology dependent interventions. Aside from organizing annual top level European congresses in different European countries, the E.A.E.S. activities in the research, development, training and education and publication are effected through its various committees: Educational & Training, Research (multi centre studies and clinical trials), Technology (R&D in instrumentation, ancillary equipment, tele robotics and telecommunication) and Journal & Publication (publication of original articles and state of the art reviews). The E.A.E.S. has taken the lead in setting up Consensus development conferences which are now a regular feature of the congresses of the association.

Over the years the European Association for Endoscopic Surgery (E.A.E.S.) has established a familiar name position in the growing world of endoscopy.
Congress highlights

Congress president: Prof. Karl Fuchs.

Frankfurt 2017 program committee

Chair: Giovanni Zaninotto (UK)

Members: Alberto Arezzo (Italy)
Jaap Bonjer (The Netherlands)
Catalin Copaescu (Romania)
Karl Fuchs (Germany)
George Hanna (UK)
Marek Soltes (Slovak Republic)
Amir Szold (Israel)
Eduardo Targarona (Spain)

Program highlights

- Postgraduate courses
- Hands-on training
- New technologies
- Keynote lectures
- Clinical sessions, face-to-face debates
- Video 3D and virtual live sessions
- Technology oriented presentations
- Luncheon panels
- Consensus conferences
- Free paper sessions: oral, video and poster
- Special awards and grants
General information

Venue

The 25th EAES Congress will take place in the Messe Frankfurt. Situated in the heart of Frankfurt, the Messe Frankfurt Congress Center provides a diverse range of options for conventions, meetings and accompanying exhibitions. As a multitalented venue located directly within the exhibition grounds, the Congress Center combines a hotel, car park and flexible rooms for your events all under one roof. Once you step outside, too, the location makes a strong impression, thanks to the many green spaces, the restaurants and the shopping mall in the immediate vicinity. In this brochure, we’ll introduce the Congress Center in some more detail and give you some new perspectives for the planning of your next event.

Behind the Congress Center’s glass facade stands a building that’s been carefully designed to accommodate our specific needs. The four levels, to which lifts and escalators give quick and easy access, provide space for 3,400 guests. The main Harmonie Hall, for example, can seat 2,200 people, while eight further conference and meeting rooms and a VIP lounge can satisfy a highly diverse range of requirements. And whatever combination you choose, state-of-the-art technology, top-class customer care and access to everything close at hand will be part of the package.

Level C0
In the bright and airy lobby area your guests will be welcomed in style. This is where the registration counter and the cloakrooms can be found.

Level C1
Situated next to the office and meeting rooms, the exclusive VIP lounge is just the place for your guests to unwind.

Level C2
On this, the main conference level, is the large Harmonie Hall, which can be partitioned in a variety of ways and enjoys a direct connection to the neighboring Exhibition Hall 5. This level’s remaining facilities include an expansive foyer area, two bar counters as well as two further rooms that can be partitioned.

Level C3
The Illusion and Fantasie conference rooms can both provide you with plenty of space for your event. This level also includes a glass-fronted foyer area and two circular bar counters.

Diverse. This best describes Frankfurt: the pulsating international city on the river Main which is quick and easy to reach. The city is also a leading financial centre and the location of the headquarters of the European Central Bank. More than 100 museums and galleries invite you to immerse yourself in art, culture and science. Bold operatic performances and highbrow and avant-garde theatre plays ensure something for everyone and that there is always something going on. Countless restaurants, lounges, bars, cafes and pubs, meanwhile, are perfect for relaxing, indulging and celebrating. Immerse yourself in the city and be swept along by the rhythm of ‘Manhattan’!

Exhibition hall, session rooms and traffic flow

The EAES congress will take up a large section of the main Congress building within the FRANKFURT MESSE Complex, located adjacent to the Main auditorium is Hall 5.1 will be used for the Industry exhibition and social function areas. One enters the complex through the main entrance (G) located on the FRANKFURT MESSE Congress Square which leads directly to the registration area and the Plenary Hall, the exhibition area and the various meeting rooms. The exhibition floor will feature the catering areas, the digital poster displays and information points.
Exhibition build-up /break-down period

**Build period**

Monday 12 June 2017 08:00 – 20:00
Tuesday 13 June 2017 08:00 – 20:00
Wednesday 14 June 2017 08:00 – 16:00

**Break down period**

Friday 16 June 18:00 – 24:00
Saturday 17 June 2017 08:00 – 18:00

**Badge pick-up**

Wednesday 14 June 2017 09:00 – 16:00
Thursday 15 June and Friday 16 June 2017 09:00 – 17:00

**Exhibition opening hours**

Wednesday 14 June 2017 19:00 – 21:00 (Welcome Reception)
Thursday 15 June and Friday 16 June 2017 09:30 – 16:30
Sponsorship levels are calculated considering the total amount in Euros of sponsoring and promotional options as listed below.

There are 4 ranks of sponsors, Platinum at Euro 78,000. Gold at Euro 68,000, Silver at Euro 42,500 and Bronze at Euro 18,500.

The following packages are available; others can be negotiated with alternative promotional options.

Note: All sponsoring activities are subject to the specific sponsorship policy as stipulated on page 15.

Rates are excluding VAT and exclusive of any service or extras. All exhibition space in the packages include the following:
- Exhibitor personnel badges according to booth size
- 24 hours security in common area
- Cleaning of gangways and common area
- Editorial in the Final program

**Sponsor Package 1: PLATINUM SPONSOR STATUS €uro 78,000**
- Stand space excluding shell-scheme 108 sq. meters.
- full color ad in final program (inside front/rear cover or outside rear cover)
- Insert in conference bag
- Logo on bag
- Logo on light box in the entrance area
- Co-sponsor of official EAES social evening event (6 company staff invited)
  - or
  - Co-sponsor of one lecture or scientific session. Lecture will be branded in the program as supported by an educational grant from the sponsor
- 3 locations for company promotional poster
- Listing on congress website as platinum sponsor of the event
- Listing in the final program as platinum sponsor of the event
- Pre congress delegate list

**Sponsor Package 2: GOLD SPONSOR STATUS €uro 68,000**
- Stand space excl shell-scheme 80 sq.m
- Full color ad in final program (interior part)
- Insert in conference bag
- Logo on bag
- Co-sponsor of official EAES social evening event (6 company staff invited)
  - or
  - Co-sponsor of one lecture or scientific session. Lecture will be branded in the program as supported by an educational grant from the sponsor
- Listing on congress website as gold sponsor of the event
- Listing in the final program as gold sponsor of the event
- Pre congress delegate list

**Additional sq.mtrs can be obtained at the cost of € 400,-/ sq.mtr.**

**Additional sq.mtrs can be obtained at the cost of € 465,-/ sq.mtr.**
**Sponsorship**

**Sponsor Package 3: SILVER SPONSOR STATUS €uro 42,500**
- Stand space excl. shell scheme 54 sq.m
- Full color ad in final program (interior part)
- Insert in conference bag
- Logo on bag
- Listed in the final program and congress website as silver sponsor of the event
- Pre congress delegate list

Additional sq.mtrs can be obtained at the cost of € 500,-/sq.mtr.

**Sponsor Package 4: BRONZE SPONSOR €uro 18,500**
- Stand space including Shell-scheme 18 sq.m
- Full color ad in final program (interior part)
- Insert in conference bag
- Listed in the final program and congress website as bronze sponsor of the event
- Pre congress delegate list

Additional sq.mtrs can be obtained at the cost of € 665,-/sq.mtr.

**Sponsor Package 5: THE TECHNOLOGY SPONSOR PACKAGE €uro 10,800**
- Name recognition at AV Preview room or internet café.
- Insert in conference bag
- Logo on bag

**Sponsor Package 6: SATELLITE SPONSOR PACKAGE €uro 17,500 (incl. facilities) - € 14,200 on stand (no facilities)**

Satellite symposia can be organized in order not to coincide with other conference activities according to sponsor’s necessities. In order to be considered by the scientific committee, applications to hold a satellite symposium or interactive workshop, including a preliminary topic and a chairman, should reach the EAES office before 1st April 2017 to be included in the program. Companies have to invite their speakers and chairpersons, which means that they take care of the costs for travel, accommodation and registration. This is excluded from the symposium fee.

**Satellite package fee includes:**
- Promotion
- Mention of the symposium in any of our pre congress notifications
- Delegate list prior to the congress
- Insert in the delegate bag (announcing the symposium)
- 3 signage opportunities in the registration area and gangways leading to the session room
- Signage at the function area
  (Artwork and graphics for the above mentioned items to be provided by company)

**Facilities**
- Rental of a room for appr. 150 - 200 persons for 1 hour. This includes theatre style seating.
- Rental of one data projector, projection screen, computer with CD Rom, lectern with cue button, audio system and one microphone.
- The services of one AV technician for the duration of the session
**Sponsorship**

**Sponsor Package 7: PRODUCT LAUNCH SPONSOR PACKAGE €uro 12,000**

Product launches can be organized in order not to coincide with other conference activities according to sponsor’s necessities. In order to be considered by the Congress organization, applications to hold a product launch including a schedule of promotional activities, should reach the EAES Office no later than the 15TH of April 2017 for approval.

*Product Launch package fee includes:*

*Promotion.*
- ½ page ad in the program book.
- Delegate list prior to the congress
- Insert in the delegate bag (announcing the launch)
- 2 signage opportunities in the registration area and gangways leading to the session room (Artwork and graphics for the above mentioned items to be provided by Company for approval by EAES)

*Facilities*
- Rental of a room for appr. 150 - 200 persons for 1 hour. This includes theatre style seating.
- Rental of one data projector, projection screen, computer with CD Rom, lectern with cue button, audio system and one microphone.

**Sponsor Package 8: EXHIBITION SPONSORING (STANDS ONLY)**

Minimum package price: **€ 6,885,-** (9 sqm stand). For additional sqm contact the congress secretariat.

*Package fee includes:*
- Exhibitor personnel badges according to booth size.
- 24 hours security in common area.
- Cleaning of gangways and common area.
- Editorial in the final program.
- Shell-scheme is mandatory and included with stands of 18 square meters or less and includes carpet, name board and 2 spot lights.

**REGISTRATION ONLY (Subject to conditions)**

Registration fee before 15 April 2017 **€ 1,750.-** pp
Registration fee after 15 April 2017 and on site **€ 2,250.-** pp

**ROOM HIRE.**

Rooms are available for hire for private functions and discussions up to 30 pax. Activities in the rooms are not to be promoted to the delegates in general by means of advertising, inserts or signage.

**Costs:**
- 2 hr section: **€ 1050,-**
- 4 hr section: **€ 1800,-**
- 8 hr section: **€ 2900,-**

*Rates are excluding VAT and exclusive of any service or extras*
Space allocation and booth order

**Space allocation**
Space will be assigned based on prior exhibit attendance and date of application receipt. The deadline for early space reservation is **20 December 2016**. Applications received after the deadline will not be included in the priority assignment.

**Booth order**
Application for sponsor package(s) must be made on the booking and contract form enclosed (page 19 and 20). The form needs to be completely filled out, signed and returned.

- All reservations must be made in writing.
- A deposit of **50%** of the total fee charge must accompany the signed application.
- Total balance due **March 1, 2017**.
- Applications not accompanied by at least a 50% deposit will be considered invalid. If full payment is not received by **March 1, 2017**, the organizer will be free to allocate the space reserved to another sponsor opted for the same location.
- Applications from sponsors who have an outstanding balance from any previous year will not be processed without full payment of delinquent accounts.
- All invoices should be paid prior to arrival onsite at the exhibition, stand build up will not be allowed if a balance is outstanding.

**Form of Payment**
All payments should be made in **Euro** by bank transfer to:

Beneficiary: EAES Events B.V. inz. congress.

**Banking details:**
Name of Bank: Rabobank Eindhoven-Veldhoven
IBAN: NL 48 RABO 0159641888
Swift address: RABONL2U

Company name and invoice number must accompany the payment. Bank charges are on the account of the sender.

**Cancellation and reduction/relocation policy**
Notification of cancellation or reduction of sponsor package(s) must be in writing and will be accepted until March 1, 2017. If this agreement is canceled by the sponsor for any reason, or by show management because of sponsor’s default or violation of this agreement, moneys paid by the sponsor shall be retained as follows:

- Refund of total fee less 25% administration fee if application is canceled prior to **March 1, 2017**.
- **NO refunds** will be issued for cancellations after **March 1, 2017**.

Refunds will be delivered after the congress.
Promotional opportunities

(Available for sponsors with a minimum booth space of 9 sq.mtrs)

1. Advertisement in the program
   Please check with the E.A.E.S. office for opportunities and prices.

2. Insert in the conference bag
   € 3,000.00
   To ensure every delegate receives your product literature, one insert or one CD/usb may be provided and placed in the conference bag.
   *For more than 1 insert contact the organizers for a special prize!*

3. Conference at a glance
   € 5,500.00
   An exclusively sponsored, handy trifold with pertinent conference information such as sessions, meeting rooms, conference centre layout, etc. Your company will be prominently acknowledged and a specific reference to your booth number will increase your booth traffic (printing will be arranged at an additional cost only basis).

4. Banner on the conference website
   € 5,200.00

5. Sponsoring the audio visual preview room
   € 6,500.00
   This facility will be located in a prominent location near the registration area. Your company’s name associated with the bFrankfurt Messen room of the event! By dressing the room internally and externally according to your corporate image and logo, delegates and speakers alike will be impressed. The rights to this also includes acknowledgement in the program book.
   Talk to us as to how we can assist with design ideas!

6. Signage
   € 2,200.00
   Illuminated signs will be placed at prominent locations throughout the registration and traffic areas. The units are 2.5 mtr high and 1 mtr. wide, talk to us for a location strategically best for you and ideas for your images.
   We can handle design and production of your image at competitive pricing in addition to the rental of the facility.

7. Delegate list prior to congress commencement
   per list € 550.00
   List of delegates registered to date. The list will include delegate’s last and first name, address, phone and fax number. The list will be forwarded twice, 1st list after the early registration date 15 April 2016 and the 2nd list one month before congress commencement. Sponsors will automatically receive a completed delegate list after the congress.

8. Mailing labels
   € 795.00
   Advance registration labels include last & first name, address and country. The list will be forwarded twice, 1st list after the early registration date 15 April 2016 and the 2nd list one month before congress commencement.
9. **Internet café**

Clinical advice and references are becoming increasingly available on the Internet. Companies are encouraged to present an Internet café where delegates can ‘surf’ the references and gain experience of the ‘Web’. The conference organizers will make extra space available for the café. Proper name recognition in program book and website.

10. **Hospitality suite/communication centre (to be negotiated depending on size and facility)**

Facilities are available at the convention center for companies to offer a hospitality suite and/or communication centre.

11. **Social program (to be negotiated)**

Because of the location of the conference at the periphery of Amsterdam there will be social functions organized at a prominent location which is an opportunity for your organization to profile as a host to our delegates. Contact our office for further details.

12. **Sponsorship of speakers (to be negotiated)**

A list of speakers with topics will be sent out when available.

13. **Additional sponsorship opportunities (to be negotiated)**

Please contact the organizers offices for additional sponsorship opportunities and packages. Further suggestions and propositions from your side will be welcomed and can be addressed directly to the respective organizing office (see for contact details page 3).

All prices are excluding VAT
EAES sponsorship policy

- Sponsorship agreements are only valid and are binding on the receipt of signed sponsor contracts.
- Sponsoring fees need to be received no later than 14 days upon issue of official invoice.
- E.A.E.S. does not guarantee exclusive sponsorship of any activity or for any industry, product or service category unless agreed by all parties.
- If a sponsored activity is cancelled or benefits become unavailable, E.A.E.S. will endeavor to provide an alternative activity or benefit to the value of that activity or benefit. Refunds to that value will only be given if E.A.E.S. cannot provide the sponsor with an acceptable alternative activity or benefit.
- If the sponsor withdraws from any activity included in the specific contractual agreement, cancellation policies as outlined in the contract applies.
- Sponsor will not engage in specific individual arrangement with any E.A.E.S. faculty and/or executive members and dignitaries without written consent by E.A.E.S. executive congress organizers.
- Any presentation on the stand that is promoted to the general delegates is seen as a satellite symposium and falls under the category satellite symposia and must be included in the sponsorship agreement.
- The sponsor must submit to E.A.E.S. for its approval any promotional literature, advertisements and advertising material that the sponsor proposes to use in connection with marketing its sponsorship of an activity prior to its distribution.
- Sponsorship of any E.A.E.S. activity does not carry with it the right for the sponsor to claim E.A.E.S. specific endorsement of its products or services.
- The sponsor will not hold itself out as a sponsor of E.A.E.S. or any other event, product, activity or publication of E.A.E.S. other than the activities specified in the agreed sponsorship contract.
- E.A.E.S. logo. The sponsor must not use the E.A.E.S.’s name or logo or any name, logo, brand or sub-brand which E.A.E.S. may use in the future in any promotional material or otherwise unless E.A.E.S. has approved the proposed use in writing in advance and the use is for purposes related to the sponsorship.
- Sponsor logo. The sponsor grants E.A.E.S. the right to use its logo for marketing and promotional purposes in connection with activities set out in the agreed sponsorship contract and in its relationship with E.A.E.S.
- Both parties undertake not to use each party’s logo in any way that would denigrate from or disparage the other party or any of the other party’s products or services.
- The sponsor must comply with all applicable laws and regulations insofar as they affect the sponsorship.
- E.A.E.S. and the sponsor agree with each other that each of them will not disclose the confidential information to any other person, firm or corporation or make any use of the confidential information for any matter unrelated to this agreement without the prior consent of the other party hereto. This clause shall survive the termination of this agreement.
Hotel accommodation

Sufficient rooms in different price categories have been reserved. In all conference hotels blocks of rooms will be reserved for sponsors/exhibitors.
Frankfurt plays host to the world. From guesthouses to luxury hotel suites, the right accommodation for any guest can be found here. with a total of 5,000 beds within a 15-minute walking distance of Messe Frankfurt.

More information will become available in August 2016

24th E.A.E.S. CONGRESS 2016
SPONSORS/EXHIBITORS

3D Systems, Simbionix Products
Advanced Medical Solution Ltd.
Aktor Medical
Alesi Surgical Limited
Apollo Endosurgery
Applied Medical
Arthrex GmbH
B. Braun Aesculap
ConMed Europe
Cook Medical
Medtronic
DynaMesh
Encision
ERBE Elektromedizin GmbH
Freehand Surgeon
Gebrüder Martin GmbH & Co.KG
Grena Ltd.
Integralife
Intuitive Surgical
Karl Storz GmbH & Co.KG
Lagis Enterprise Co., Ltd.
LaproSurge
Mederi
Medicapture
Medical-x
Medical Dynamics
M.S.T. - Medical Surgery Technologies
Microval
Olympus Europa SE & CO.KG
Pajunk GmbH
Richard Wolf GmbH
Sony
Stryker
Surgical Science
Teleflex
Transenterix
Wisepress Medical Bookshop
Rules and regulations

Definitions
In these regulations the term "exhibition" in all cases refers to the exhibition being held in conjunction with the 25th International EAES Congress hosted by the E.A.E.S. The term "sponsor" includes any person, firm, company, association, organization and its employees, servants or agents to whom space has been allocated for the purpose of exhibiting at the exhibition based on the respective sponsor package. The term "organizers" means E.A.E.S. Events B.V. on behalf of the organizing committee of the 25th International EAES Congress hosted by the E.A.E.S. The term "premises" refers to those portions of the Amsterdam FRANKFURT MESSE as contracted by the organizer.

Dates and hours of opening
The exhibition will be at the Amsterdam FRANKFURT MESSE and will be open during the following hours:

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
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<tr>
<td>14th of June</td>
<td>19:00 - 21:00</td>
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<tr>
<td>14th - 17th</td>
<td>09.30 - 16.30</td>
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Applications for and allocation of stand space
Applications for sponsor package(s) must be made on the form provided which should be returned to the organizers as soon as possible with your payment. Acknowledgement of the booking and an invoice as your receipt will be sent to you by return. Please note rates are excluding VAT and exclusive of any services or extras.

The organizers regret that it is not possible for applicants to select the exact position of their stand(s) although it will help the organizers if applicants will indicate on their application forms their preferred location.

Attention will be paid to the order in which forms have been received when allocating space.

Notification of stand(s) allocated will be circulated to sponsors as soon as possible after the end of February 2017.

The organizers reserve the right to refuse any application or prohibit any exhibit without assigning any reason for such refusal or prohibition.

A sponsor may not, except by express written permission of the organizers, display or give credit directly or indirectly to any goods, products or services other than his own or his named principal's.

The display or acknowledgement or credit or advertisement indicating membership of any organization, society or trade association is not allowed except by express written permission of the organizers.

Terms of payment
A 50% deposit of the total package fee must be forwarded with the application for sponsor package(s). Payment in full is due by 1 March 2017. A VAT invoice will be issued as your receipt. All payments must be made by bankers draft in EURO ONLY and made payable to “EAES Events B.V inz. congress”.

Cancellation or reduction of the sponsor package
A sponsor canceling his sponsor package(s) once his application has been received and acknowledged is liable for the total booking charge. Cancellation charges are given on the booking form. In the event of an application being refused by the organizers previous deposits will be returned to the applicant in full.
Bankruptcy or liquidation

In the event of a sponsor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having the receiver appointed, the contract with such a sponsor will terminate forthwith, the allotment of sponsor package(s) will be cancelled and all sums paid by the sponsor under contract shall be forfeit.

Sub-letting

Sub-letting or licensing the use of stand space is not permitted, neither may the products or service of firms not exhibiting in their own rights be promoted or displayed as exhibits, except where the Sponsor is the selling agent for such products or firms, or express written permission has been obtained from the organizers.

Occupation of stand space

The sponsor, his servants, agents, employees and contractors may enter the building at a time nominated to them for the purpose of stand fitting and dressing. In the event of a sponsor failing to take possession of his stand the organizers have the right to re-let the stand and all moneys paid shall be forfeit. All exhibits, displays, stand fittings and materials must be removed from the building by 18.00 on Saturday 17th of June 2017.

Installation and removal of exhibits

Sponsors will be advised of when they may commence fitting up and arrangement of exhibits. Sponsors are prohibited from commencing such fitting up until the time nominated to them. The organizers will use their best endeavors to adhere to the nominated date for the commencement of sponsor’s work but will accept no responsibility for any costs, claims or expenses arising from any variation to such date. Exhibits which do not reasonably satisfy the organizers shall be modified forthwith by the sponsor in such manner and within such time as the organizers may require and in default the organizers may remove such exhibits at the expense of the sponsor who shall forfeit all sums paid by way of deposit, rental or otherwise. Exhibits may not be removed until the exhibition has been closed. Any special arrangements for installation or removal of exhibits must be made in consultation with the organizers.

Stand construction and services

The organizers will appoint official contractors to undertake the following work:
Shell-scheme stand construction, electrics, provision of water and waste services, compressed air services, furniture, floral arrangements, carpeting and all other services. No other contractor will be permitted to undertake any of this work.

Obstructions of gangways and open spaces

Sponsors will not be permitted to display exhibits in such a manner as to obstruct the light or impede or project over gangways or affect the displays on neighboring stands. Gangways must at all times be kept clear and free for passage. Any sponsor who continues to cause a nuisance or obstruction after notice has been given will be liable to have his stand cleared by the organizers at the sponsor’s own risk and expense.

Trade union labour

All stand fitting construction or display work should be carried out by members of the appropriate trade union recognized by the exhibitions industry at rates of pay and overtime in accordance with the terms of the working rules agreement currently in force.
Electrical requirements
Lighting and power services will be available to the sponsor through the official electrical contractor. A schedule of these services will be available once application has been made. Sponsors may provide their own electrical fittings where such fittings are in the form of made up units, showcases and/or signs complete and ready for connection to the mains supply in accordance with the specifications set out by the management of the premises. Sponsors whose display requires plumbing, compressed air or heavier weight loading are advised to contact the organizers before selecting their preferred site.

Dangerous materials and exhibits
The sponsor must conform to the conditions concerning explosives and dangerous combustible materials as laid down by the organizers and every appropriate authority or the item will be removed from the building at the sponsor’s risk and expense.

Fire precautions
In accordance with the requirements of every appropriate authority, all materials used in construction work display material etc., must be effectively flame proofed or made of non-flammable materials. Drapes and curtains must be at least 150mm clear of the floor. Fire extinguishers will be provided by the organizers in the areas and placed, as regulations require. The sponsor must comply with all reasonable instructions given by the organizers or any appropriate authority to avoid the risk of fire.

Security
The organizers will arrange for full security services throughout their tenancy of the premises and sponsors must obey all reasonable requests of both the organizers and the security services in all cases.

Damage to premises, fixtures fittings and shell-scheme
No nails, screws, or other fixtures may be driven into any part of the halls including floors nor may any part of the premises be damaged or disfigured in any way. Should any such damage occur the sponsor concerned will be invoiced for any reparation charges incurred.

Cleaning
The organizers will arrange for the daily cleaning of public areas outside exhibition opening hours.

Storage
There are no storage facilities available within the exhibition area and sponsors are advised to make their own arrangements for removal and storage of packing cases, etc. Under no circumstances may packing materials of any kind be left in the aisles or on the stands.

Insurance
Sponsors are reminded of the need to consult their Insurance company or insurance broker to cover themselves fully against all risks at the exhibition. Particular attention is drawn to the need for the following:
Abandonment insurance
Sponsors should note below that the organizers are not obliged to return any moneys paid for space in the event of cancellation or restriction of the exhibition.

Stands/fixtures and similar insurance
All risks on loss or damage to sponsor’s property fixtures fittings and all other property of a similar nature such as personal property of directors principals and employees whilst on the premises and transit risks to and from the exhibition.

Failure to vacate
If the sponsor should fail to remove all his property or otherwise fail to vacate the exhibition premises on 17th of June 2017 by 18.00 hrs. due to any cause whatsoever, the sponsor shall be fully responsible for any penalties imposed by the premises or any other losses and costs incurred by the organizers as a result of the sponsor failing to vacate the premises by the agreed time and without prejudice to any other right or remedy of the organizers, the organizers may remove any property of the sponsor left at the exhibition hall by the sponsor after the said time and the costs of such removal shall be paid by the sponsor to the organizers on demand.

Public liability
Liability to the public may arise out of the sponsor’s activities and should be covered by insurance. Insurance should be affected with the minimum delay.

Liability
Whilst the organizer will endeavor to protect exhibition property whilst on display at the exhibition it must be clearly understood that the management of the premises, the organizing committee and the organizers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever.
Sponsors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the organizers against all claims and expenses arising therefrom.
In the event of it being necessary for any reason whatsoever for the exhibition to be abandoned postponed or altered in any way in whole or in part of if the organizers find it necessary to change the dates of the exhibition, the organizers shall not be liable for any expenditure loss or damage incurred by a sponsor or exhibition contractor resultant upon such change.
Nor shall the organizers be liable for any expenditure loss or damage resultant upon the intervention of any authority which restricts the use of the premises in whole or in part in any manner whatsoever.

Sponsors technical manual
Further technical information concerning the exhibition together with order forms for all ancillary services available to sponsors will be forwarded to sponsors following final stand allocation in March, 2017.

General conditions
The organizers are responsible for the control of the exhibition areas. Sponsors are responsible for the control of their own stands. The decision of the organizers is final and decisive on any question not covered in the foregoing regulations. Sponsors must comply in all respects with the requirement of every appropriate authority, with the terms of agreement by which the organizers may occupy the premises and with policies of insurance affected by the organizers.

Jurisdiction
It is agreed that in all matters in dispute the jurisdiction of Germany will be enforced.
Sponsor package booking and contract
25th E.A.E.S. Congress, 14-17 June 2017 Frankfurt

(Please, type or use BLOCK letters for clarity)

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Reservation:
We wish to make a reservation for:

Sponsor packages:
☐ PLATINUM SPONSOR ☐ GOLD SPONSOR ☐ SILVER SPONSOR ☐ BRONZE SPONSOR
☐ SPONSOR PACKAGE: EXHIBITION STANDS ONLY

1st choice booth/s No(s) total sq mtrs
2nd choice booth/s No(s) total sq mtrs
3rd choice booth/s No(s) total sq mtrs

Note that space reservation of 18 sq mtrs or less has shell-scheme included.

In addition we wish to reserve:
☐ TECHNOLOGY PACKAGE ☐ SATELLITE PACKAGE ☐ PRODUCT LAUNCH PACKAGE

Promotional options: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14

Total estimated fee:

| Sponsor package | €                      |
| Additional package(s) | €                      |
| Room hire | €                      |
| Promotional options | €                      |

Total amount due: €

Rates are excluding VAT and exclusive of any services or extras

Customer Initials: ___________________ Date: ___________________
We do not wish to have our booth near the following companies:

We would like our booth near the following companies:

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PAYMENT

Upon receipt of the completed and signed sponsor package booking and contract form an invoice will be sent with the banking details. Booking will be confirmed when the 50% down payment has been received. Payment in full must be received by 1 March 2016. The organizers will be free to allocate the space reserved to another sponsor(s) and the deposit forfeited should payment not be received by this date.

All payments should be made by bank transfer in EURO only payable to:

E.A.E.S. Events B.V. inz. Congress, P.O. Box 335, 5500 AH Veldhoven, The Netherlands

Banking details:
Bank name : Rabobank Eindhoven-Veldhoven
IBAN number : NL 48 RABO 0159641888
Swift address : RABONL2U

Company name and invoice number must accompany the payment.
Bank charges are on the account of the sender.

CANCELLATION AND REFUNDS

Notification of cancellation or reduction of booked sponsor package(s) must be submitted in writing to the E.A.E.S. Office. Cancellation or reduction of sponsor package(s) will be accepted until 1 March 2017 with a refund of the total fee less 25% administration fee. No refunds will be made for cancellations or reductions after 1 March 2017.

Refunds will be delivered after the congress.

INVOICING DATA

Invoice heading : Same as above
Department :
To the attention of : Position:
Address :
Postal code : City: Country:
VAT ID number : (for European companies only)

The undersigned ____________________________, authorized representative of the aforementioned company, hereby applies for a sponsor package including an exhibition booth at the 24th congress of the European Association for Endoscopic Surgery (E.A.E.S.) and hereby agrees to be bound to the terms and conditions of exhibiting as outlined in this prospectus.

…………………………………………………
Date
…………………………………………………
Signature and seal

Please send the completed form to:
The E.A.E.S. office, P.O. Box 335, 5500 AH Veldhoven, The Netherlands.
Phone. +31 40 25 25 288, Fax: +31 40 25 23 102. E-mail: info@eaes.eu