



## Society for Conservation Biology (SCB) ICCB 2019 Sponsorship/Exhibit Terms and Conditions

By applying for exhibition space/ sponsorship opportunity, exhibitors/ sponsors agree to abide by the following regulations:

- Attire of personnel should be consistent with the business casual atmosphere of the Congress.
- Only SCB-approved decals, pins, lanyards and ribbons may be affixed to delegate or exhibitor badge holders.
- Demonstrations by exhibitors/ sponsors may not interfere with normal traffic flow nor infringe on neighboring exhibits.
- Demonstrations will not be permitted outside of the exhibitor's assigned booth space. Any demonstrations must be preapproved by SCB. Canvassing or distribution of advertising material by an exhibitor/ sponsor will not be permitted outside of the exhibitor's booth space/ outside of the sponsor's agreed package.
- Canvassing or marketing of any products or services in any part of the exhibition area or meeting rooms by anyone representing a non-exhibiting/ non-sponsoring firm is strictly prohibited.
- SCB must be notified of an exhibitor's/ sponsor's intent to distribute food or beverage items in the exhibition/ conference area. All such items must be approved by SCB and ordered directly from the official catering supplier. Exhibitors are not permitted to bring in outside food or beverages.
- Giveaways, contests and raffles are permitted upon written approval, within legal guidelines of Malaysia. Exhibitors may not giveaway items that are part of the event registration materials—i.e. Tote Bags, notepads, lanyards or badge reels.
- Subletting of exhibition space is not permitted. Sharing of exhibition space is not permitted unless

it is within divisions of the same company. Any space sharing must be preapproved by SCB.

- SCB reserves the right to reject any exhibition/ sponsorship application submitted; to reject, prohibit, restrict or otherwise require modification of any exhibition/ sponsorship for any reason; and to evict or bar any exhibitor/ sponsor whose conduct or materials are objectionable to SCB for any reason of violate the ICCB Code of Conduct.
- Exhibitors will not affix, nail or otherwise attach anything to the walls, doors, floors or columns of the exhibition area except where a nail strip is provided or by the permission of SCB, the venue and/or the official exhibition company.
- All illuminated displays and other equipment requiring electrical current must conform to local electrical codes. More information on the specific requirements for electrical equipment will be included in the Sponsorship and Exhibit Guide.
- Exhibitors/ sponsors are required to conform to all local labor regulations in the installation and dismantlement of their booth and exhibition fixtures. More information on the specific labor regulations in effect will be included in the Sponsorship and Exhibit Guide.
- Exhibitors/ sponsors are encouraged to use sustainable and recyclable materials.
- SCB must be notified of any offsite events scheduled by exhibitors or sponsors. Scheduling of offsite events that compete with SCB scheduled events is prohibited.

### INDEMINIFICATION

The exhibitor/ sponsor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to the exhibitor's/ sponsor's displays, equipment and other



## 29<sup>th</sup> INTERNATIONAL CONGRESS FOR CONSERVATION BIOLOGY

CONSERVATION BEYOND BOUNDARIES: CONNECTING BIODIVERSITY  
WITH COMMUNITIES, GOVERNMENT, AND STAKEHOLDERS



property brought upon the premises of the exhibition/ conference facility and shall indemnify and hold harmless SCB, the venue, exhibition area service contractor and each of their employees and agents from any and all such losses, damages and claims. In addition, the exhibitor acknowledges that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor.

### EXHIBITION & SPONSORSHIP PAYMENT

All payments must be made in United States Dollars (USD). Credit card payments and direct wire transfers in USD are accepted.

Payment is due in full to reserve booth space and secure sponsorship opportunity. The completed and signed [order form](#) serves as a binding contract, and by signing it the sponsor/ exhibitor agrees to the hereby stated terms and conditions. Payments are due within 30 days of receipt of invoice. All services will be provided only upon receipt of full payment and required documentation (e.g. marketing materials).

### CONGRESS ATTENDANCE

Limited complimentary registration and/ or exhibition only passes are included in the sponsorship and exhibition packages.

### ASSIGNMENT OF EXHIBITION SPACE

Assignment of space will be made on a first-come, first served basis within a company's registration window. SCB reserves the right to make alterations and adjustments to the floor plan. Any changes to booth selection in advance of the event or on-site must have SCB management approval.

### INSTALLATION AND DISMANTLE

Installation and Dismantle dates and hours are outlined in the Sponsorship and Exhibit Guide. All exhibits must be fully operational one half hour prior to opening. Exhibitors are prohibited from dismantling booths prior to official close of exhibit

hours. Tear down and removal of exhibits shall begin promptly after the close of exhibits.

### CANCELLATION POLICY

Written notification must be sent to SCB if an exhibitor/ sponsor wishes to cancel or reduce exhibition space, sponsorship package, add-ons or advertising, after assignment has been made. Please note that when you cancel your sponsorship and/ or exhibition booth, all of the benefits included in the package are forfeited.

The following cancellation fees apply:

- More than 9 months prior to the event: 25% of the amount due
- Between 5 - 8 months prior to the event: 50% of the amount due
- Less than 3 months prior to the event: 100% of the amount due

### LOCAL LAWS, RULES AND REGULATIONS

As guests in the facility and the city, we must follow all local regulations, which are designed primarily to ensure public safety. We are required to comply with all federal, state and municipal laws and administrative rules, including but not limited to those relating to licenses and permits, property protected by copyright, work hours, work conditions, safety standards and payment of wages and taxes.

### FORCE MAJEURE

If the fulfillment of the outlined obligations is prevented, restricted or interfered with by reason of force majeure, the party so affected, upon giving prompt notice to the other party, will be excused from these obligations to the extent of such prevention, restriction or interference.

### DISPUTE RESOLUTION & GOVERNANCE

Both Parties will seek in good faith to resolve any dispute, which may arise relating to this exhibition/ sponsorship agreement. If the matter cannot be resolved by such procedures, either Party may refer the dispute to the jurisdiction of United States court