

TERMS AND CONDITIONS for EXHIBITORS

All exhibitors are equal regardless of size and should be given an equal opportunity, within reason, to present their products in the most effective manner to the audience.

Packages and booths

1. BSBF2024 will provide the following: delegate passes (in the quantity specified in the Sponsorship Prospectus), booth and equipment, for each Gold, Silver, Bronze sponsorship and booth registration.
2. Each booth is 3 meters (length) x 2 meters (width) and includes all equipment detailed in the Sponsorship Prospectus, i.e.: one 220V power outlet (European plug), one table and two chairs, carpet, booth walls, dust bin. No discount will be made for items/services not utilized. Exhibitors may request other booth equipment or furnishing upon registration or to the Organizing Secretariat.
3. No promotional material shall be placed outside booth space. Any attention-arousing devices (such as noisemakers, flashing lights, movies, music, videos, screens etc.) shall not hinder scientific programme nor other companies/booth activity.
4. Exhibitor staff shall remain in their booth space when working. In no case aisles can be used for promotional or meeting purposes.
5. Any booth layout other than the one provided by BSBF2024 shall be requested or submitted to the Organizing Secretariat for approval. Pordenone Fiere is appointed as official building and set up company for booths and exhibition. No external company is allowed to build up or set up spaces within exhibition area. In case of needs, please request contacts of Pordenone Fiere at the Exhibition Manager (exhibitionBSBF2024@theoffice.it).
6. BSBF2024 reserves the right to change booth location, layout, size and equipment, or to change exhibition times, at any time in case of organizational urgent needs.
7. If unusual equipment or machinery is to be installed and used, a thoroughly description of the apparel and of its usage, along with conformity document and safety regulation must be submitted for approval.
8. FERCAM is appointed as official shipping agent. All shipping arrangements shall be made through their offices. No material will be accepted from any other courier. The Exhibitor is in charge of all customs duties, formalities, and shipping costs.
9. Exhibitor shall not sublease any part of the space to another organization. Booth space may be occupied by the registered organization only.
10. Exhibitor may distribute samples and promotional material directly related to their products at their own booth; no food or beverages can be distributed.
11. Every precaution should be taken by the Exhibitor to protect their materials, equipment or products used or displayed. BSBF2024 and the Organizers reject any responsibility or liability for damage to or loss of any Exhibitor's equipment or products.
12. Booths can be set up on Tuesday 1st October 2024 from 9AM and must be completed by 5PM; dismantling must be completed by Friday 4th October 2024 at 6PM. All booth materials must be packed and removed no later than this deadline. Any material left with no specific instructions to the Organizing Secretariat will be removed and disposed.
13. All materials for the booth must be handled by the Sponsor staff. The Sponsor is in charge of handling and storage of material during Exhibition. All materials need to be properly stored at the booth; no storage is available at the premises. BSBF2024 reserves the right to remove or dispose of any carton, cases and/or packing materials, which are left unattended in the exhibition hall.
14. The electrical supply to booths (220V – European plug) shall be distributed for lighting purposes and for supplying, as necessary, small domestic appliances or office machinery. The use of appliances other than those intended for office use is strictly prohibited. The display of working electrical appliances must be requested and authorized by Organizers and the Venue. In this case, the Exhibitor shall submit a written request for specific authorization.
In the event that the Exhibitor requires a special power supply, this must be requested upon registration or to the Organizing Secretariat for approval at least 30 (thirty) days before the event. The Company must use high quality materials and electrical appliances with suitable characteristics, which comply with existing CEI Regulations. In particular, materials and appliances bearing the Italian Mark of Quality or equivalent European Marks should be used. BSBF2024 reserves the right to prohibit the use of materials and appliances which do not comply with current regulations. The Exhibitor is in charge of verify the integrity of the same.
15. It is forbidden to:
 - use electrical tools and machinery during set up to make furnishings at the stand (planers, circular saws, cutters, welding equipment, etc.)
 - use inflammable glue, varnish and /or paint
 - use mobile forklifts with an internal combustion engine
 - introduce motorized vehicles into the pavilions without the express permission of the Organizers
 - introduce refrigerators and cooling devices or radiating heaters
 - use combustible compressed or liquid gas
 - use inert gas canisters of any size and/or capacity
 - use temporary ceilings to partially cover exhibition and congress spaces
 - introduce inflatable structures or balloons which use inflammable gas; only those using inert gas are allowed if adequately fixed and of a reasonably small dimension
 - cover in any way, even partially, the mobile or fixed fire fighting devices of the exhibition hall and the signs indicating emergency exits, forbidden activities and limitations;
 - lean anything on the sprinkler system, the ceiling, the pylons, the rafters
 - have set-up and dismantling personnel for the exhibition present after agreed opening times
 - leave the electricity on at the booth without the presence of staff and, in any case, outside of the opening hours of the event
 - use loudspeakers or any other source of sound which could create disturbance

- introduce materials and/or products to the Exhibition hall are dangerous, bad smelling, or which could cause damage or annoyance to the others
- obstruct internal and/or external corridors and emergency exits with decorating materials, products, packing materials and similar items, during set-up and dismantling and during the entire period of the event
- use equipment or fixtures which do not comply with current safety regulations and legislation
- tamper with or damage in any way the furnishings or premises of the venue

Social events

All signage on tables included in the sponsorship of social events will be provided by BSBF2024. Any other promotional material shall be submitted to and approved by BSBF2024, and provided by the Sponsor.

All customized supplies (napkins, cups, glasses, etc.) will be provided by the Sponsor. Materials can also be provided by BSBF2024 and production costs will be added to the cost of sponsorship.

Other sponsorships

Supplies: FERCAM is appointed as official shipping agent. All shipping arrangements shall be made through their offices. No material will be accepted from any other courier. The Exhibitor is in charge of all customs duties, formalities, and shipping costs.

All supplies (pens, notepads, lanyards, etc.) shall be submitted to and approved by BSBF2024, and provided by the Sponsor. Materials can also be provided by BSBF2024 and production costs will be added to the cost of sponsorship.

Reservation and payment

Sponsorship/Booth registration platform will be open from Monday 27th November 2023 to Tuesday 4th June 2024, or upon booth availability.

Payment shall be made via bank transfer on BSBF2024 bank account:

Bank account: 000106910167
Account holder: the office srl
Bank: UniCredit
IBAN: IT04P0200802230000106910167
BIC/SWIFT UNCRITM10PA

Invoice for sponsorships will be issued by the Organizing Secretariat:

The office srl
Via San Nicolò 14
34121 Trieste – Italy
VAT IT00636740326

Invoicing details must be properly provided upon registration and cannot be changed once invoice is issued.

All amounts indicated in the Sponsorship Prospectus are net of 22% VAT, which will be added if applicable.

Booking shall be confirmed within 10 days by payment; spaces will be released after 10 days failing to pay the relevant fee.

Payments for bookings finalized before 31st December 2023 are due no later than 31st January 2024.

General rules

It is forbidden to

- Smoke inside the Conference venue
- Bring alcoholic beverages inside the Conference venue, if not provided by the designated caterer
- Light fires or use naked flames inside the Conference venue
- Introduce any hazardous material or substances

Animals are not allowed within the Conference venue.

BSBF2024 has full authority in interpreting and enforcing all the rules set forth herein.

BSBF2024 reserves the right to refuse the registration to any Sponsor/Exhibitor which does not comply with the rules set for herein.

English is the official language of BSBF2024. No other language will be used for communication. All sponsorship materials must be drafted in English.

Liability – Sponsor/Exhibitor hereby agrees to indemnify, hold harmless and defend BSBF2024 LOC, Organizers and Secretariat, and their respective staff from and against any and all liability, responsibility, loss, damage, cost, or expense of any kind whatsoever as they arise (including but not limited to court costs, interest and attorney's fees) which they may incur in, suffer, be part to, or be required to pay, incident to or arising directly or indirectly from any intentional or negligent act or omission or breach of these Terms and Conditions, or violation of any national law by the Sponsor or any of its staff.

Sponsor/Exhibitor assumes full liability for the actions of its staff and contractors, whether acting within or without the scope of their authority, and agrees to indemnify, hold harmless, and defend Organizers, attendees and any other entity as expenses arise, from liability resulting directly or indirectly, or jointly, from other causes which arise because of the acts or omission of its staff or contractors whether acting within or without the scope of their authority.

Insurance – BSBF2024 does not cover product and property insurance of the Exhibitor. The Exhibitor is liable for all the material and direct damages and losses suffered by goods and personal effects of its staff. During the exhibition, the booth shall be watched by the Exhibitor staff or authorized personnel and goods or items shall never be left unattended. Exhibitor is recommended to obtain their own insurance to be in effect during the dates of the Conference, including set-up and dismantling days.

Cancellation and refund – Booth and other sponsorship cancellation requests must be submitted in written to the Organizing Secretariat via email to: exhibitionBSBF2024@theoffice.it:

- Before and on 15th March 2024: 70% of the sponsorship will be refunded
- After and on 16th March 2024: no refund is envisaged

Force majeure - In case the Conference is postponed due to force majeure, the sponsorship can be moved to the new Conference dates; if the Sponsor/Exhibitor decides not to confirm the sponsorship, 15% of the full sponsorship will be charged. In case the Conference is cancelled due to force majeure, 5% of the full sponsorship will be charged.

By *force majeure* it is meant any circumstances beyond the reasonable control of the parties signing the agreement and preventing BSBF2024 from holding the Conference as scheduled. Force Majeure may include, for example, (i) war (whether declared or not), hostilities, invasion, act of foreign enemies, extensive military mobilisation; (ii) civil war, riot, rebellion and revolution, military or usurped power, insurrection, act of terrorism, sabotage or piracy; (iii) currency and trade restriction, embargo, sanction; (iv) act of authority whether lawful or unlawful, compliance with any law or governmental order, expropriation, seizure of works, requisition, nationalisation; (v) plague, epidemic, natural disaster or extreme natural event; (vi) explosion, fire, destruction of equipment, prolonged break-down of transport, telecommunication, information system or energy; (vii) general labour disturbance such as boycott, strike and lock-out, go-slow, occupation of factories and premises.

Applicable law – In the event of any claim or dispute the parties, Italian law shall be applied and the competent court will be Venice Court.

Sponsor/Exhibitor accepts with no reserve these Terms and Conditions. BSBF2024 reserves the right to modify these Terms, giving prompt notice to the Sponsor/Exhibitor, who shall accept the new updated version.