



WMIC 2020

WORLD MOLECULAR IMAGING CONGRESS

**EXHIBITOR
PROSPECTUS**

EXHIBITOR ESSENTIALS

Location

The WMIC Technical Exhibition is taking place in the foyer directly outside the Plenary Hall. All scientific sessions, exhibits, and posters will take place in the Prague Congress Center.

Prague Congress Center
5. Května 1640/65
Nusle
140 00 Prague 4
Czech Republic

Meeting Schedule

The WMIC commences Wednesday, October 7, 2019 and adjourns on Saturday, October 10, 2020.

Exhibiting Hours***

Wednesday	15:00 - 20:00
Thursday	09:15 - 17:30
Friday	09:15 - 17:30
Saturday	09:15 - 11:30

Move In/Out***

Tuesday	08:00 - 20:00
Wednesday	08:00 - 10:00
Saturday:	11:45 - 20:00

Exhibitor Kit

Available July 2020

Booth Registration

www.xcdsystem.com/wmis/exhibitor/index.cfm?ID=xtak5SJ

These times are subject to change and a reminder announcement with the times will be provided closer to the conference dates.

EXHIBITOR BOOTH

EXHIBIT SPACE RENTAL RATES

Floor space rate: \$4,000 USD per 9 square meters. 3m x 3m (9 square meters) is the minimum size booth area available. Corners are an additional \$200 USD per corner. Larger booth areas are available in the following multiples of 3 square meters:

- • 3m x 3m (9 square meters)
- • 3m x 6m (18 square meters)
- • 6m x 6m (36 square meters)
- • 6m x 9m (54 square meters)

Each booth registration comes with the following complimentary items: carpet, one table, and one chair.

CHECKLIST FOR EXHIBITING

Below are the *required* items for exhibiting at the WMIC.

- Complete online booth registration forms
- Rental rates: 50% due with registration
- Company description (100 words or less)
- Certificate of insurance
- EAC (Exhibitor-Appointed Contractor) authorization, if applicable
- Staff badge registration

EXHIBITOR BADGES

The number of complimentary badges offered based on booth size is:

- 3m x 3m = 3 complimentary badges
- 3m x 6m = 6 complimentary badges
- 6m x 6m = 12 complimentary badges
- 6m x 9m = 18 complimentary badges

Exhibitor Badges provide entrance to all sessions unless ticketed or private events. A limited number of additional exhibitor badges will be available at a discounted rate.

EXHIBITOR TIMELINE

May 1

- Completed application and 50% deposit must be received for first round space assignment consideration

May 15

- Deadline for delivery of blueprints for approval of free-form booth designs

June 15

- Deadline for reduction/ cancellation of exhibit space (Partial refund)

July 1

- First-round space assignments e-mailed
- Deadline for delivery of company description for the program book
- Exhibitor Service Kit available

July 15

- Final payment due

August 1

- Deadline for delivery of advertising materials for the conference program book

August 15

- EAC (Exhibitor-Appointed Contractor) authorization forms due
- Certificate of Insurance due
- Deadline for delivery of workshop descriptions

September 1

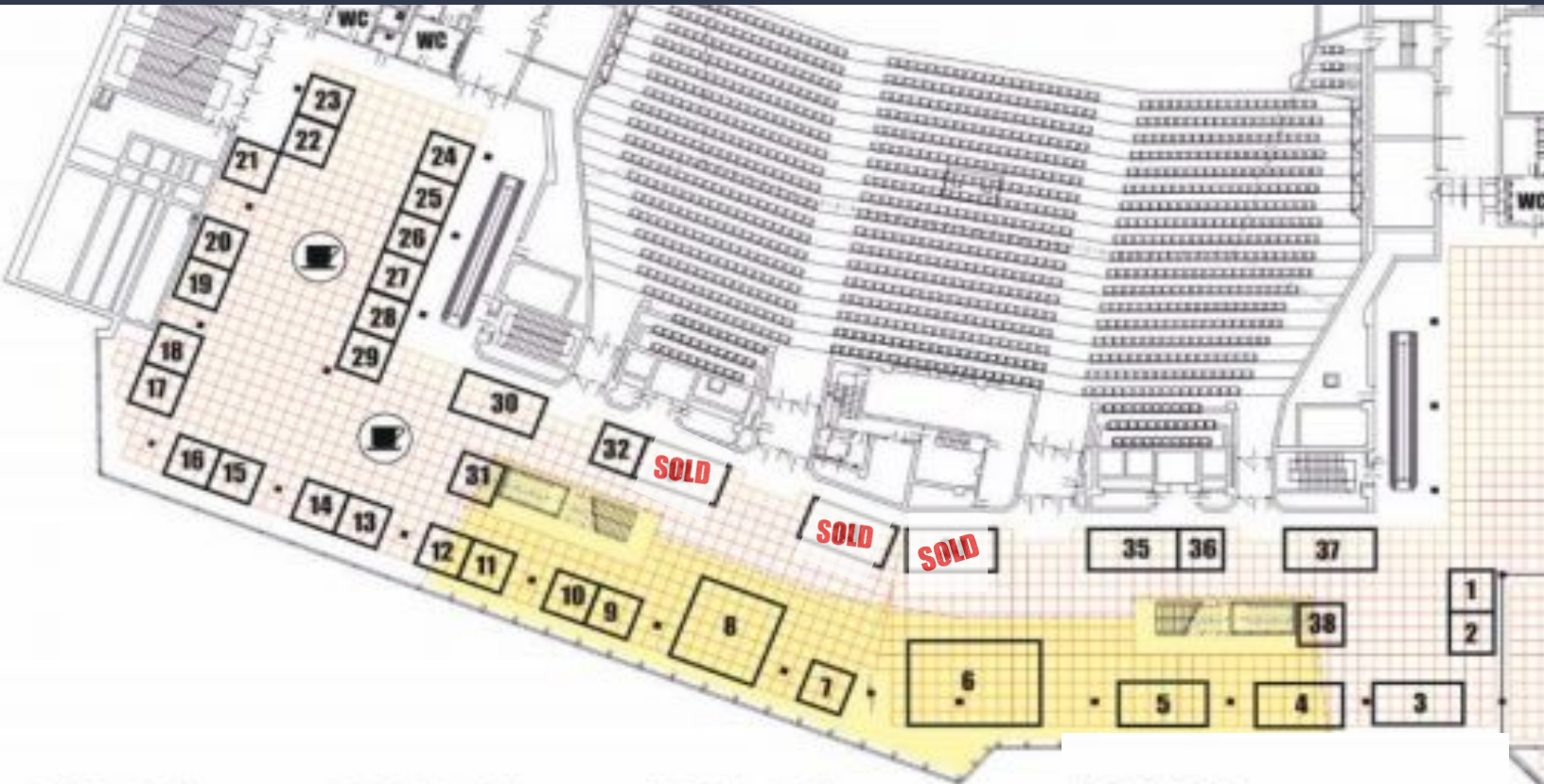
- Exhibitor Badge Order form due
- Deadline for Satellite Event applications and space assignments

September TBD

- Deadline to book hotel rooms at conference rates

These times are subject to change and a reminder announcement with the times will be provided closer to the conference dates.

FLOOR PLAN



- 1 - 3 x 3m = 9m²
- 2 - 3 x 3m = 9m²
- 3 - 3 x 6m = 18m²
- 4 - 3 x 6m = 18m²
- 5 - 3 x 6m = 18m²
- 6 - 6 x 9m = 54m²
- 7 - 3 x 3m = 9m²
- 8 - 6 x 6m = 18m²
- 9 - 3 x 3m = 9m²
- 10 - 3 x 3m = 9m²
- 11 - 3 x 3m = 9m²
- 12 - 3 x 3m = 9m²
- 13 - 3 x 3m = 9m²

- 14 - 3 x 3m = 9m²
- 15 - 3 x 3m = 9m²
- 16 - 3 x 3m = 9m²
- 17 - 3 x 3m = 9m²
- 18 - 3 x 3m = 9m²
- 19 - 3 x 3m = 9m²
- 20 - 3 x 3m = 9m²
- 21 - 3 x 3m = 9m²
- 22 - 3 x 3m = 9m²
- 23 - 3 x 3m = 9m²
- 24 - 3 x 3m = 9m²
- 25 - 3 x 3m = 9m²
- 26 - 3 x 3m = 9m²

- 27 - 3 x 3m = 9m²
- 28 - 3 x 3m = 9m²
- 29 - 3 x 3m = 9m²
- 30 - 3 x 6m = 18m²
- 31 - 3 x 3m = 9m²
- 32 - 3 x 3m = 9m²
- 33 - 3 x 6m = 18m²
- 34 - 3 x 6m = 18m²
- 35 - 3 x 6m = 18m²
- 36 - 3 x 3m = 9m²
- 37 - 3 x 6m = 18m²
- 38 - 3 x 3m = 9m²

Legend:

- ceiling height 2.9 m
- ceiling height 10 m

ASSIGNMENT OF BOOTH SPACE

Exhibitor preferences noted in the exhibitor registration for location near or away from other exhibiting companies will be taken into consideration in determining booth location. However such preferences indicated on the registration form serve as guidance only and cannot be guaranteed. Exhibitors that change the size of their exhibit space are not guaranteed the original location and are subject to relocation by WMIC. Late applications will be assigned booth space on a first-come, first-serve basis. WMIC will assign all exhibit space and reserves the right to change the location of exhibit space at any time in the best interest of the exhibition.

Exhibit Installation and Dismantle

Exhibit space may not be occupied by the exhibitor until all conditions as set forth in these Rules and Regulations are met. All power tools and equipment used in the installation of exhibits must be operated in compliance with safety guidelines, as prescribed by recognized authorities, for the protection of the operator and others working in the vicinity. General setup for the WMIC will begin on Tuesday, October 6, 2020 and all exhibits must be fully operational on the following day. Before or after this time, no installation work will be allowed without special permission from WMIC. Exhibitors that may require additional time to construct their displays may contact Show Management regarding the possibility of moving in earlier by appointment. No one under 18 years old is permitted in the exhibit hall during installation or dismantle hours. All dismantling of exhibits must be done during the times indicated for move-out. No exhibit can be dismantled prior to the official closing time. It is the responsibility of the exhibitor to remove all materials from the exhibit hall by the specified deadline. Failure to remove exhibit will result in removal arranged by WMIC at the exhibitor's expense.

Booth Reduction or Cancellation

Reductions or cancellation of booth space must be requested in writing. Exhibitors reducing booth space before the deadline will receive the appropriate reduction in booth cost/balance due. Exhibitors canceling by the deadline date will receive back all funds paid, less a cancellation fee of \$300 USD. Exhibitors past the date forfeit the full exhibit rental and are responsible for paying the remaining balance in full within 30 days of cancellation. Reserved Exhibit Space not occupied by exhibiting hours on Wednesday will be forfeited by the exhibitor and the space may be resold, reassigned or used by WMIC without refund. If the exhibit has been delivered to the convention center, WMIC may assign labor to set up any booth that is not in the process of being erected by the given deadline and may bill the exhibitor for all charges. In all cases, the exhibitor agrees that WMIC will have the right to use the booth space as it sees fit, including the selling of space to another exhibitor without any refund to the canceling company.

Exhibit Design and Construction

- a. General Requirements: All exhibits must conform to and enhance the professional, educational and instructional atmosphere of the conference. Exposed parts of any display must be finished so as not to be objectionable to other exhibitors or to WMIC. Exhibitors must provide, at their expense, appropriate display stands, components, and furniture as required. Exhibitors may not hang their signs or attach any part of their exhibit to the conference center structure. Hanging signs are permitted with permission from the WMIS. For any exhibitors displaying any unusually large, oversized and/or heavy weight equipment, please contact Show Management to ensure accessibility in and out of the exhibit area.
- b. In-Line Exhibits (3m x 3m or multiples thereof) The minimum space is 3m x 3m. The back 3 meters of the rented space may be occupied up to a height of eight feet. The front five feet of the rented space may be occupied from the floor up to a height of four feet. Equipment may exceed the four feet front height limit, but may not be higher than eight feet and must be placed so as not to block the view or impede the sight lines of adjacent exhibits.
- c. Free-Form Exhibits (Islands) WMIC will consider free-form designs and their effect on surrounding exhibits as factors in assigning exhibit space. Regulations governing such exhibits are the following:
 - i. All free-form exhibits should have access from all four sides. For an exhibit with limited access, the exhibit booth space assignment will be at the discretion of WMIC.
 - ii. Detailed blueprints that clearly show height and distance from the perimeter of each element of the display, including furniture and equipment placement, as well as the site and nature of any audio presentation, are required to be provided to WMIC. If an exhibitor fails to submit blueprints by this deadline, and the exhibit does not comply with WMIC's Rules and Regulations, WMIC reserves the right to fine the non-compliant exhibitor, close the exhibit and exclude the exhibitor from any future WMIC conferences.
 - iii. All stands and stand material must comply with local fire regulations as outlined in the Exhibitor Service Kit.

Shipping & Storage

Complete shipping information will be included in the Exhibitor Service Kit.

RULES AND REGULATIONS

Canvassing

Canvassing or the distributing of advertising materials by an exhibitor will not be permitted outside the exhibitor's allotted space unless approved by WMIC management in writing prior to the beginning of the congress. Canvassing in any part of the exhibit hall or meeting rooms by anyone representing or connected with a non-exhibiting firm is strictly forbidden.

Photography and Videotaping

Exhibitors are allowed to photograph videotape or mechanically record their own company's booth during regular floor access hours for exhibitor personnel without the use of additional electrical lighting. This does not include setup and dismantle hours. Exhibitors may not photograph or videotape another exhibitor's display without permission from that exhibitor.

Security

Each exhibitor is responsible for safeguarding its goods, materials, equipment and exhibit at all times. The facility is locked each night and perimeter security service will be provided by WMIC for the exhibition period, but neither the guard service nor WMIC will be responsible for loss of or damage to any property.

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 WMIC, including its indemnity obligations. Exhibitor shall at its own cost and expense provide General Liability Insurance in an amount no less than \$1,000,000 USD. This insurance should recognize WMIC as additional insured. Exhibitors must provide a certificate of insurance proving coverage. By completing the registration, the exhibitor agrees to protect, indemnify, defend and hold harmless the WMIC from and against any and all liabilities, losses, damages, suits, claims, demands, costs and expenses, which may arise or result in any way from the wrongful or negligent acts of the exhibitor, its agents, contractors and employees. In no event shall the WMIC be liable to an exhibitor for loss of business, or business opportunities, or for any other type of direct or consequential damages alleged to be due under any claim. For purposes of this paragraph, the parties indemnified and insured shall include the WMIC, their officers, directors, members, agents and employees.

Animals

No live animals are permitted on the premises with the exception of service animals.

Congress Cancellation

It is mutually agreed that in the event the WMIC 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 WMIC has no control, then the exhibitor contract may be immediately amended by the WMIC, and the exhibitor hereby waives any and all claims against the WMIC for damages, reimbursement, refund or compensation. At the sole discretion of WMIC, exhibitor refunds, if any, will be determined after deduction of any incurred expenses by WMIC as deemed necessary in connection with the technical exhibition. WMIC shall not be financially liable in the event the conference/ exhibition is interrupted, cancelled, moved or rescheduled as outlined above.

RULES AND REGULATIONS

SHOW MANAGEMENT CONTACTS

Conference Management

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