

General terms and conditions

SGML18 Laser & Procedures Zurich

Thursday, 18th of January 2018

To Whom It May Concern:

We take the liberty to set a few deadlines to make the organization and process of the congress as trouble-free as possible. We kindly ask you to meet these deadlines by all means.

For further information and any questions contact us at congress@smartaging-swiss.academy.

- I. **The General Terms and Conditions** are binding for all exhibitors and form an integral part of the invoice/confirmation for the participation as an exhibitor/sponsor.
- II. **Congress venue**
Metropol, Fraumünsterstrasse 12, 8001 Zurich, Switzerland.
- III. **Booth assembly / set-up**
The assembly and set-up of the booth are up to the exhibitor.
- IV. **Booth relocation and enlargement**
The congress management reserves the right to perform booth relocations after consultation with the exhibitor. Should an exhibitor transgress their designated exhibition space without the explicit permission of the congress management the additional space will be charged. According to the situation, it is possible that the disassembly of the additionally used space is sought.
- V. **Terms of payment**
In accordance with the terms of payment of the invoice. In any event, the payment has to be made until the 1st of December, 2017 or else attendance is not possible. Nonetheless, the sponsoring stays owed.
- VI. **Rescission**
After your enrollment, the agreed sponsoring amount is owed in spite of a cancellation of your part. In case of a rescission until the 31st of August, 2017 solely 25 % of cancellation costs are owed.
- VII. **Assembly and disassembly of the exhibition**
Delivery: Wednesday, 17th of January, 2018, between 5:00 – 10:00 PM (no assembly!)
Assembly: Thursday, 18th of January, 2018, between 6:00 – 7:30 AM



Disassembly: Thursday, 18th of January, 2018, between 5:00 – 6:00 PM (applicable for the exhibitors located in the main exhibition area¹, the others are allowed to stay until 7:00 PM)

A premature disassembly is not permitted. The Smartaging Swiss Academy AG has the right to levy a contractual penalty of CHF 100.-.

VIII. Opening of the exhibition

Thursday, the 18th of January, 2018 at 7:30 AM.

IX. Advertisement

The advertisement for the congress booklet has to be electronically submitted until the 1st of November, 2017 to congress@smartaging-swiss.academy.

Should the advertisement be submitted too late it is not possible to include it into the congress booklet. Nevertheless, the whole amount stays owed.

X. Advertisement sizes

See appendix „Advertisement sizes“

What else is there to consider?

- CMYK
- PDF (PDF/X-1a or PDF/X4)
- At least 300 dpi
- Bled-off pictures/colors with at least 3 mm of cut

XI. Workshop

If a workshop has been booked through the cooperation agreement the name of the speaker, the workshop title and a brief description of the workshops' content has to be sent to the congress organization until the 1st of November, 2017.

XII. Vis major

Should an unforeseeable political or economic event, a pandemic or another vis major make the congress impossible or hinder it, the exhibitors/sponsors can not claim damage compensation from the congress organization or the congress management.

XIII. Insurance

Every exhibitor has to pay for damages to booths, property or to life from third parties, caused by themselves or by assigned third parties.

Since the congress organization, the congress management, and his personnel are not liable for the exhibitors' goods – neither during the time the goods are in the exhibition area nor during the assembly and disassembly – it is advised that the exhibitors take out an appropriate insurance.

The congress organization or the congress management accept no liability for damages or larceny of the exhibitors' goods.

¹ You will be informed on the day of the congress or the day before if your booth is in the main exhibition area.

XIV. Signing of the contract

The cooperation agreement must be sent to the administration (Smartaging Swiss Academy AG, Bürglistrasse 11, 8002 Zürich or congress@smartaging-swiss.academy) until the 31st of October, 2017.

Overview deadlines

31st of October, 2017	Cooperation agreement has to be sent to administration
1st of November, 2017	Submission of the advertisement Submission of the name of the workshop speaker, workshop title, workshop description (if booked)
1st of December, 2017	Payment of the sponsoring
17th of January, 2018, 5:00 – 10:00 pm	Delivery congress material (no assembly!)
18th of January, 2018, 6:30 – 7:30 am	Assembly booths
18th of January, 2018, 5:00 – 6:00 pm	Disassembly booths main exhibition area

