

## SPONSORSHIP RULES AND REGULATIONS

The following defines the terms and conditions for the sponsorship opportunities during the XVIIIth Biennial Symposium of the International Evoked Response Audiometry Study Group, June 8-12, 2003.

### Sponsorship

Sponsorship of various activities is available on a first-come; first serve basis customers and exhibiting companies for that participant event. Offers will be confirmed through the submission of the application for sponsorship.

### Send company logo

Send company logos in TIF format (300 DPI resolution) via email to [info@ierasg-2003.org](mailto:info@ierasg-2003.org) before March 31st.

### Term of Payment

A deposit of at least fifty (50) percent of the total sponsorship amount must accompany the sponsorship application form. The balance of the total sponsorship amount is due before March 31<sup>st</sup>. Failure by the customer to pay the total sponsorship amount by the due day may be considered a cancellation of sponsorship by the IERASG 2003 and may result in the customer being prohibited from participation in the exhibition. Purchase orders will not be recognized as an acceptance of the sponsorship agreement.

### Cancellation of the Sponsorship

In the event of a sponsorship cancellation and IERASG 2003 receives notice of such cancellation more than March 31st the IERASG 2003 shall retain a service charge equal to 50% of the total sponsorship amount. Before April 30th, the customer is liable for 100% of the total sponsorship amount.

## EXHIBIT SPACE: TERMS AND CONDITIONS

The following defines the terms and conditions for the materials to be shown at The Hotel Semiramis, Puerto de la Cruz, Tenerife, Canary Islands, Spain during the XVIIIth Biennial Symposium of the International Evoked Response Audiometry Study Group, hereafter called IERASG 2003, June 8-12, 2003.

### Agreement

The application for exhibit space, signed by the Exhibitor and accepted in writing by IERASG 2003 shall be considered a binding agreement between the two parties and subject to the terms and conditions herein stated.

### Term of Payment

A down payment of 50% of the total amount is to be made with the application, payable to the XVIIIth Biennial Symposium of the International Evoked Response Audiometry Study Group to be sent before March 31, 2003. The balance will be due on confirmation of space assignment and receipt of invoice, and no later than April 30<sup>th</sup>.

### Cancellation

A refund of the fee paid, less a €100.00 cancellation charge, will be made if cancellation is received in writing by April 30th. There will be no refunds for cancellations of display space received after April 30<sup>th</sup>.

### Space assignment

Booths and/or spaces will not be booked unless application is accompanied by payment. Upon receipt of the application and payment, space will be confirmed and an invoice for the balance due will be mailed. Space assignments will be made in the order in which application forms

---

accompanied by payment are received. Advance payment will be refunded if space offered is not acceptable to exhibitors.

### **Conference Liability**

---

The Exhibitor will hold IERASG 2003 harmless from any damage, expenses or liability that arises from any injury or damage to said Exhibitor, his employees or agents, or to property of said Exhibit, or occurring in the venue, or the approaches and entrances thereto, except by negligence of IERASG 2003.

### **Property Damage**

---

The Exhibitor's property shall be placed on display and exhibited at his risk, and IERASG 2003 assume no responsibility for loss or damage thereto. The Exhibitor assumes all responsibility for loss or damage to his property due to fire, theft, flood, lightning, earthquake, explosion, or any other cause beyond the control of IERASG 2003.

### **Setting up and Dismantling**

---

Setting up: Sunday 8, 2003 from 8.30 a.m. to 7.30 p.m.

Dismantling: Begins on Thursday June 12, after 4.00 a.m. and must be completed by 7.30 p.m.

Storage: Storage of packed or crated material may be arranged by exhibitors directly with the IERASG 2003 Secretariat.

### **Delivery and Storage of Display Materials**

---

If the Exhibitor wishes to pre-ship display materials, the Exhibitor must first contact the IERASG 2003 Secretariat. The Exhibitor is responsible for the delivery of the materials, including correct procedures and payment for shipping, customs and duties, to the IERASG 2003 Secretariat (address below)\*, to arrive no earlier than May 25th, 2002, and no later than June 6, 2003.

IMPORTANT NOTE: The exhibitor must send an exact report of the materials to present to the customs authorities in Santa Cruz de Tenerife including the name of the company in Spain that is going to retire the material. Please contact us for further information.

### **Participation in IERASG Scientific Sessions and Social Program**

---

Exhibitor registration (€ 1200) includes: Display space, exhibits registration for two exhibitors, continental breakfasts and coffee breaks for 2 exhibitors, and lunches for 2 exhibitors. For an additional fee (€70 per individual), exhibitors are welcome and encouraged to join the Social Program. Exhibit Registration does not include participation in the Scientific Sessions, which requires registration as a full delegate (€480 per individual, March 31st deadline for registered exhibitors).

### **Exhibition Hours**

---

The exhibition will be open from Monday 9, 2003 to Wednesday 12 from 8.30 a.m. to 7.30 p.m. and Thursday from 8.30 a.m. to 4.00 a.m.

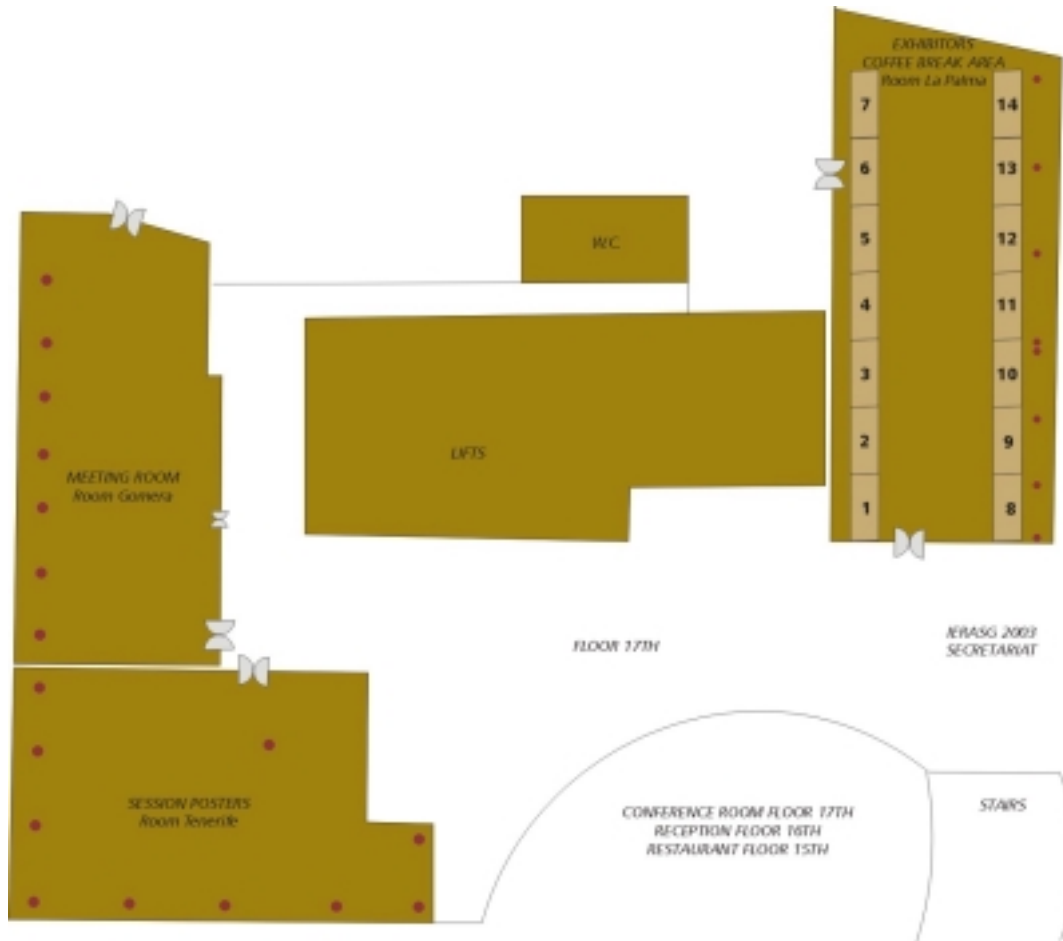
### **Facilities**

---

In keeping with the scientific nature and professionalism of the IERASG 2003, the Committee has retained a reputable firm to ensure the orderly and efficient installation and removal of displays materials. Please contact the IERASG Technical Secretariat for special arrangements.

Booths are situated next to auditoriums, poster session halls, and the registration area. Coffee bars and refreshment stands will accommodate exhibitors and participants. Technical staff will be present to render on-the-spot assistance with repairs. Hostesses and interpreters will be available on request. Post office, banking facilities, restaurants, bars, public phones, transportation and tourist services are at hand.

**Exhibit hall floor plan**



---

**IERASG 2003 Symposium Secretariat**

---

VIAJES MENCEY

Verdugo y Massieu, 1

38320 La Cuesta - La Laguna - Tenerife

Canary Islands - Spain

Web Page: <http://www.viajesmencey.es>

E-mail: [congresos@viajesmencey.es](mailto:congresos@viajesmencey.es)

Tel: (+34) 922 670 191 Fax: (+34) 922 670 191

---

**IERASG 2003 Scientific Secretariat**

---

CLINICA BARAJAS

C/Perez de Rozas

38004 Santa Cruz de Tenerife

Canary Islands - Spain

E-mail: [info@ierasg-2003.org](mailto:info@ierasg-2003.org)

Tel: (+34) 922 275 488 Fax: (+34) 922 270 364

---

**Website**

---

<http://www.ierasg-2003.org>

---

**Importan Dates**

---

Sponsorship registration: March 31<sup>st</sup>

Sponsorship Payment: April 30<sup>th</sup>

Sponsorship cancellation: April 30<sup>th</sup>

Exhibitor registration: March 31<sup>st</sup>

Payment exhibitors: April 30<sup>th</sup>

Exhibitor cancellation: April 30<sup>th</sup>

Email Send company logo: March 31<sup>st</sup>

Delivery and Storage of Display Materials: June 6<sup>th</sup>

Preregistration Scientific Sessions and Social program for exhibitors: March 31<sup>st</sup>

Artwork for Sponsorship of Final Programs: April 30<sup>th</sup>