

Melbourne Convention Exhibition Centre

8 May Education Day | 9-12 May Annual Meeting



# Annual Meeting Sponsorship with Year-Long Benefits







# Join us at ISEV2024!

On behalf of the International Society for Extracellular Vesicles (ISEV), we invite you to attend the 13th ISEV Annual Meeting to be held May 8-12, 2024, in Melbourne, Australia.

The ISEV Annual Meeting is the only international event focused on EVs that attracts a global audience of EV researchers and covers the breadth of new and innovative research. The theme of ISEV2024 is "Discover, Innovate and Understand". Coming to Australia for the first time, ISEV2024 will cover all topics encompassing extracellular vesicles, from fundamentals to biological discovery, nanotechnology and platform technologies, as well as advances in clinical and translational research. In addition to attending expert educational and scientific sessions, delegates will explore Melbourne and beyond, including the spectacular arts scene, world-class sporting calendar, unique local wildlife, Indigenous Australian experiences, and renowned culinary delights.

At this showcase international meeting for the field, you have the chance to connect with colleagues from across the world, exchange ideas, and build valuable professional networks that will extend beyond the meeting itself. To complement the scientific program, you will be able to share the latest technologies and services in the exhibition, and other avenues will highlight the exhibition area and encourage delegate flow and attendance in the hall. Progress isn't possible without the participation of key industry partners like you. Your participation encourages growth of the EV field in academia and industry alike and expands EV research and application into other research and commercial sectors.

We look forward to welcoming you to ISEV2024.

Sincerely, on behalf of the International Organizing Committee,

David Greening ISEV2024 Co-Chair Cherie Blenkiron ISEV2024 Co-Chair



# **ISEV2024**

# **International Organizing Committee**



**David Greening, Co-Chair** AUSTRALIA



Cherie Blenkiron, Co-Chair NEW ZEALAND



Metka Lenassi SLOVENIA



Randy Carney USA



**Eisuke Dohi** JAPAN



Qing-Ling Fu CHINA



Charles Lai TAIWAN



Andreas Moeller HONG KONG



Jisook Moon SOUTH KOREA



Lesley Cheng AUSTRALIA



Natalie Turner AUSTRALIA





# **Become a Supporter**

Some sponsorship benefits are first-come, first-served. To enroll as a sponsor, visit <a href="http://isev.org/isev2024">http://isev.org/isev2024</a> and locate the sponsorship tab to access the portal.

Questions about the meeting or benefits described here?

Email contact@isev.org

Questions about your invoice or completing an order?

Email support@isev.org

### **Who Attends?**

We anticipate 1,200+ delegates from around the world with strong participation from across the Asia-Pacific Region.

- Researchers
- · Research students
- Academics and Educators
- Academic Leaders
- Directors, Managers, Administrators
- Government and Industry Scientists
- Publishers, Editors, Other Media
- Industry Scientists and Product/Service Experts

1,200
Annual Meeting average attendance



75% of attendees come from an academic setting



Balance of junior and senior researchersnetwork with attendees at all career stages

# Top 5 reasons to come to ISEV2024

- Participate in a large international EV meeting with a strong Asia-Pacific base, covering the latest developments in EV technology, biology, research, translation and innovation
- 2 Engage and connect with industry leaders, academic opinion shapers and professionals working in biomedical and biological science and biotechnology, fields that are directly relevant to your target market
- Meet face to face with leaders who are pioneering new research areas while you generate new sales and consolidate existing relationships
- 4 Undertake strategic global positioning and targeted marketing
- Grow awareness of your organization and brand, your products and services before, during and after the meeting through various marketing channels available exclusively to supporters



### **Important Dates**

Dates subject to change

### 2 February 2024

Initial supporter sign-up deadline to guarantee receipt of all benefits and best pricing on exhibitor services

### February 2024

**Booth selection** 

### 4 March 2024

Attendee early registration deadline

### 5 April 2024

Final deadline for all sponsor sign-ups

### 8 May 2024

Move-in

### 9-11 May 2024

Exhibit hall open

### 11-12 May 2024

Move-out

# **Meeting At-A-Glance**

### **WEDNESDAY 8 MAY**

Education Day (day-long event covering EV fundamentals and applications – optional/separate activity)

### **THURSDAY 9 MAY THROUGH SATURDAY 11 MAY**

Scientific Program, Exhibition, Poster Sessions

#### **SUNDAY 12 MAY**

Scientific Program, Awards and Closing Ceremony

### **Destination and Conference Venue**

ISEV2024 will be held in Melbourne at the iconic Melbourne Convention and Exhibition Centre (MCEC). MCEC is Melbourne's "home of unconventional." The Centre hosts more than 1,000 events each year and prides itself on excellent customer service within beautiful spaces for meetings and exhibitions. <a href="https://mcec.com.au">https://mcec.com.au</a>. ISEV will secure rooms at preferred hotels in the area, always check <a href="isev.org/isev2024">isev.org/isev2024</a> before making reservations to ensure the best deals and locations.

### **About ISEV**

The International Society for Extracellular Vesicles (ISEV) was founded in 2012 to further extracellular vesicle research around the globe. Today, ISEV represents nearly 2,000 researchers and scientists around the world. ISEV advances EV research through its Annual Meeting, workshops, two scientific journals, and a growing list of other programs.





# **Support Packages**



(ONE OPPORTUNITY AVAILABLE)

This level of investment will bring your organisation valuable benefits and bespoke exposure across the various promotional platforms and opportunities, consolidating your brand and your position in the market. This premium diamond level package can be fully customised to suit the partnering organisation. This unique opportunity would position your organisation with exposure throughout ISEV2024 and offers additional marketing opportunities throughout the year as part of ISEV.

### **Promotional Opportunities**

- Premium location and space of exhibition booth (registration inclusions noted below)
  - \* Location of the booth space in the Expo hall in consultation with the conference organisers
  - \* We actively encourage bespoke and creative ideas for this level
- Priority right for attendee Lanyard (included in cost)
- Pre-event dedicated blast email to all attendees average open rate 50%
- Priority right and inclusion of two pole wraps and two floor decals in high traffic areas (between conference rooms and exhibit hall areas)
- Named Networking Event Sponsor
- Named SNEV Networking Event Sponsor
- Logo on the front cover of the Conference Program (e-copy) with priority logo placement

- Colour logo advertisement in the mini-program (printed) with priority logo placement
- Logo recognition as Diamond Partner on the Conference website linked to your website
- Opportunity to host an Industry Breakfast Session for up to 60 guests (see details on page 14).
  - \* The room and basic audio visual are provided. Breakfast catering is additional and responsibility of the sponsor.
- Option to purchase additional booths at a discount of 50% off the published price
- Eight full Conference registrations, each inclusive of: Access to Conference sessions, Exhibition Hall, Welcome Reception, Networking Event



# **Support Packages**



The Platinum Supporter package ensures maximum recognition and engagement for the supporter. This support package includes recognition at the ISEV Annual Meeting and visibility to the global ISEV audience year-round. The platinum package includes exclusive marketing opportunities and premium benefits during the congress. Limited opportunities are available.







Gold, Silver, and Bronze Supporters are recognized throughout the year in multiple ways.

Gold and Platinum levels participate in meetings with ISEV leadership to provide input and feedback.

SISEV
PATRON
\$3,500

Support ISEV and be visible to attendees at ISEV's Annual Meeting.





# **Supporter Benefits**

	Benefits	Platinum (\$25,500)	<b>Gold</b> (\$17,500)	<b>Silver</b> (\$12,500)	<b>Bronze</b> (\$7,500)	Patron (\$3,500)
ISEV ANNUAL MEETING	Exhibit space	10X20 (top placement)	10X10 (premier placement)	10X10 (preferred placement)	10X10 (standard placement)	_
	Complimentary full access registrations including Education Day	6	4	2	1	1
	Discounted rate for additional exhibit staff	<b>✓</b>	<b>✓</b>	<b>√</b>	$\checkmark$	_
	Discount on additional branding opportunities	20%	10%	5%	_	_
	Lead retrieval for exhibit staff Uses personal mobile device. Training provided.	<b>✓</b>	<b>✓</b>	<b>✓</b>	<b>✓</b>	N/A
	Attendee demographics pre-meeting (anonymized aggregated data describing the audience)	<b>✓</b>	<b>✓</b>	<b>✓</b>	<b>✓</b>	✓
	Post-meeting contact list of attendees who opt in during registration	✓	<b>✓</b>	<b>✓</b>	<b>✓</b>	_
	<b>Sponsor presentation</b> (during main ISEV program, with a moderator provided by ISEV)	5 minutes	1	1	1	_
	Sponsor session w/ lunch (open to all attendees, format of your choice)	Up to 45 minutes	Up to 45 minutes	-	-	_
	Sponsor poster	✓	$\checkmark$	✓	$\checkmark$	✓
	Pre-event dedicated blast email to all attendees – average open rate 50%	1	_	_	_	_
	Logo/company URL in pre-meeting emails to full ISEV distribution list 9,000 – average open rate 35%	4	3	2	1	1
	Logo/company URL in post-meeting thank you email to all attendees – average open rate 50%	1	1	1	1	1
	Mention in the mobile app in the sponsor list and exhibitor directory	1	1	1	1	(sponsor list only)
	Logo and link on meeting website	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	✓
	Program book logo recognition	<b>✓</b>	<b>√</b>	<b>✓</b>	<b>✓</b>	<b>✓</b>
	Onsite signage logo recognition	<b>✓</b>	✓	✓	<b>√</b>	✓
	Rotating slide recognition in plenary session	<b>✓</b>	✓	✓	✓	✓
Y E A R R O U N	One-on-one discussions with ISEV leadership	<b>✓</b>	<b>√</b>	<b>✓</b>		_
	Recognition as leveled supporter in select ISEV email blasts	<b>✓</b>	<b>√</b>	<b>√</b>	✓	_
	Recorded presentation hosted on ISEV website for year-round access by the EV community (15 minutes or shorter; academic content only)	✓	_	_	_	_
D	ISEV home page recognition	<b>√</b>	<b>√</b>	<b>√</b>	_	_



# **Supporter Benefits**

(continued)

### **Additional Details**

- Due to resources related to time and room availability, a limited number of Platinum sponsorships are available.
- Sponsor Presentation (Platinum level only) Built in 5-minute session within main symposium (not parallel with other sponsors), chaired by an ISEV moderator. A push notification will be sent through the mobile app the morning of the session, reminding attendees of your session.
- Sponsor Session with Lunch (Platinum and Gold levels only and first-come, first-served): Plan a session up to 45-minutes in length at the start of the lunch period. You gain use of a session room equipped with a projector, screen, and sound equipment and lunch will be served in the room. Sessions are held concurrently, and are open to all attendees, though capacity in each is limited. A push notification will be sent through the mobile app the morning of the session, reminding attendees of your session.
- Sponsor Poster: A special area within the exhibit hall will contain posters prepared
  by supporters. You may also choose to have a poster board placed inside your booth
  instead. Supporters are also welcome to submit scientific posters through the normal
  ISEV abstract channels, as scientific content submitted by industry are eligible to be
  included in the main scientific program with no commercial content.
- Complimentary Registrations: average industry registration fee is \$1,500.
- Additional registrations: if you require additional staff for your exhibit above the number included, you will have a discounted rate for those additional staff.
- Mobile App: rotating banner that links to company website.











### **Exhibition Floorplan and Space Assignments**

The ISEV2024 exhibition floorplan is developed as supporters enroll to optimize usage of space and facilitate attendee flow. The draft exhibition floorplan will be posted on <a href="isev.org/isev2024">isev.org/isev2024</a> as soon as it is available. Information about the booth assignment process will be distributed at a later date.

### **Exhibition Schedule**

The schedule below is an example of a traditional ISEV Annual Meeting schedule and is subject to change.

#### **TUESDAY 7 MAY**

1:00 – 8:00 PM Exhibition hall move-in begins for

island booths

#### **WEDNESDAY 8 MAY**

8:00 AM – 8:00 PM Exhibition move-in for all exhibitors

#### **THURSDAY 9 MAY**

8:00 AM - 10:00 AM Exhibition move- in for all exhibitors

(continued)

Move-in must be completed by 10:00 AM

10:00 AM - 5:30 PM Exhibit hall hours

10:00 - 10:30 AM Break

12:00 – 2:00 PM Lunch Period & Poster Session

3:30 - 4:00 PM Break

### FRIDAY 10 MAY

10:00 AM – 5:30 PM Exhibit hall hours

10:00 - 10:30 AM Break

12:00 – 2:00 PM Lunch Period & Poster Session

3:30 – 4:00 PM Break

#### **SATURDAY 11 MAY**

10:00 AM – 3:00 PM Exhibit hall hours

10:00 – 10:30 AM Break

12:00 – 2:00 PM Lunch Period & Poster Session

3:30 - 4:00 PM Break

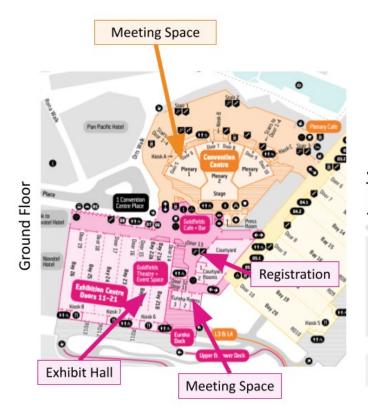
4:00 – 8:00 PM Exhibit hall move-out begins

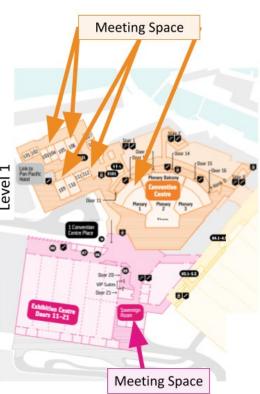
#### **SUNDAY 12 MAY**

8:00 AM – 12:00 PM Exhibit hall move-out for all exhibitors

Move-out must be completed by 12:00 PM

### **Meeting Space Layout**







# **Exhibit Options**

Exhibiting is only available to Platinum, Gold, Silver and Bronze sponsors, who receive exhibit space and at least one meeting registration with access to all sessions, social events, and the exhibit hall. Interested in expanding your footprint, or having a unique aspect to your exhibit? Sponsors can secure additional 10x10 spaces for \$3,000 per space. We can also discuss with the Exhibit area in custom modifications to your aera. Complete exhibiting details will be provided closer to the meeting.

# **Additional Branding Opportunities**

While anyone can choose an opportunity below, package-level sponsors have first access to items below during an exclusive window ending 30 November 2023, and they receive a discount on listed prices (Platinum 20% discount, Gold 10%, Silver 5%). Some opportunities are exclusive and/or limited, so make your selections early to build your desired onsite presence.

### **CONFERENCE ACTIVITIES**

### Conference App Sponsor – \$8,000 (1 available, exclusive)

Be in attendees' hands multiple times a day as your logo appears on the app home screen. You can also have company information and external links in the app.

### Networking Event Sponsor – \$3,500 (3 available, non-exclusive)

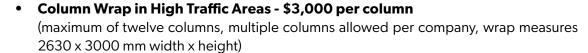
Recognition on special signage throughout the event, plus additional mentions in emails and social media posts about the event before the meeting.

### Coffee Cart in Your Booth - \$3,000 (open to all sponsors with a booth, non-exclusive)

Choose a Nespresso machine or traditional coffee and tea service and invite attendees to your booth to enjoy a beverage. These coffee stations give attendees a place to grab coffee between official ISEV coffee breaks.



The costs below include the cost of the item. You claim the sponsorship and provide your logo for imprinting on the item. Additional opportunities abound at the MCEC, contact us to learn more about hanging banners, window signs, digital signs, and other opportunities to make a splash in Melbourne.





Floor Decals – \$1,500 per decal (unlimited opportunities)

Get noticed with heavy duty vinyl floor decals to remind attendees where to find you in the exhibit hall, advertise a product, and more.

- Attendee Lanyard \$5,000
- **Attendee Tote Bag** 
  - Premium Bag \$10,000
  - Value Bag \$5,000
- Attendee Pen \$3,000



Contact us to enquire about pricing, availability and the possibility to customize your package.



### SUPPORTER AND EXHIBITOR TERMS AND CONDITIONS

CONVENING ORGANIZATION is International Society for Extracellular Vesicles. SHOW MANAGEMENT is TALLEY MANAGEMENT GROUP, INC., 19 Mantua Road, Mt. Royal, NJ 08061 USA (856) 423-7222, Fax (856) 423-3420, Email: <a href="mailto:contact@isev.org">contact@isev.org</a>. Collectively, CONVENING ORGANIZATION and SHOW MANAGEMENT are referred to as Organizers. The SUPPORTER/EXHIBITOR is referred to as Company. ISEV2024 is referred to as Show.

**ELIGIBLE COMPANIES:** Organizers reserve the right to determine the eligibility of any Company or Product to support or exhibit in the Show and further reserves the right to reject any application and/or limit space assigned to any one Company.

**SUPPORT COMMITMENT AND PAYMENT:** Support opportunities must be secured through the online sponsorship portal. Organizers require 100% payment to secure a support opportunity/exhibit space; either via credit card at the time of sign-up, or via wire transfer or check within 30 days of sign-up. Only after payment and signed Terms and Conditions are received will an official commitment exist between Organizers and Company. Supporters with an unpaid balance or new supporters who sign up after 5 April 2024 may not receive full support benefits.

**REGISTRATION:** Exhibitors will be offered complimentary registrations within their packages as noted above. A discounted full conference registration will be offered to all exhibitors for booth staff only. Attendees from the same company who are not booth staff will not be given the discounted registration fee. ISEV does not offer exhibit hall only badges.

**CANCELLATION:** Cancellation of support may be made by writing to contact@isev.org. Cancellations made prior to 31 December 2023 will receive a refund less a \$500 processing fee. Cancellations made between 1 January 2024 and 28 February 2024 will receive a refund of 50%. No refunds for cancellations will be made after 28 February 2024. In the event the in-person portion of the event cannot take place, activities will be held virtually and sponsors will receive equivalent compensatory benefits; therefore no refund of sponsorship fees will be issued in the event of a cancellation of the in-person Show.

**SPACE ASSIGNMENTS AND SUBLEASE:** Organizers will determine the availability of exhibit space and the assignment of booth space. Company may not sublease the booth or any equipment provided by Organizers, nor shall Company assign this lease in whole or in part without written approval by Organizers in advance of the Show.

**RELOCATION OF EXHIBITS:** Organizers reserve the right to alter the official floor plan, and/or re-assign any Company location.

**LIMITATION OF EXHIBITS:** Organizers reserve the right to stop or remove from the Show any Company, or its representative, performing an act or practice which in the opinion of Organizers is objectionable or detracts from the dignity of the Show or is unethical to the business purpose of the Show. Organizers reserve the right to refuse admittance of exhibits or materials to the Show until all dues and fees owed are paid in full. No Company shall hold any event to which attendees are invited that is in conflict with the official conference schedule.

**MUSIC, AUDIO EFFECTS, PHOTOGRAPHY and VIDEOTAPING:** Music and audio-visual devices with sound are permitted only in those locations designed by Organizers and at such decibel intensity as not to interfere with the activities of other exhibitors. Photography and videotaping other than by official Show photographers are not permitted within the exhibit hall at any time. Only the Company may grant permission to have its exhibit and/or products photographed.

**COPYRIGHT LAW:** No copyrighted music may be played in digital content in the exhibitor's booth without obtaining appropriate licensing. The exhibitor shall indemnify Organizers, their officers, directors, employees, and agents and save them free and harmless from any and all liability whatsoever, for any infringement of or other violation arising out of the use of copyrighted music.

**SECURITY:** Although general security services will be furnished, Organizers are not be responsible for damage to, loss and/or theft of property belonging to any Company, its agents, employees, business invitees, visitors or guests.

**APPLICABLE LAWS:** This contract shall be governed by the laws of the State of New Jersey. Company agrees to abide by all federal (including but not limited to FDA), state, and city laws, ordinances, and regulations concerning fire safety, health, environment, public safety and hazardous materials and all regulations and restrictions imposed by the Facility.



**LIMITATION OF LIABILITY:** Company agrees to make no claim for any reason whatsoever against: Organizers, their officers, directors, employees, agents and authorized representatives, for any of the following:

• Loss, theft, damage to goods, or injury to self, employees, or attendees while participating in the Show, nor any consequential damage to their business for failure to provide space for the exhibit or for the failure to hold the event as scheduled. The Company assumes entire responsibility and hereby agrees to protect, indemnify, defend and save harmless all parties from claims, losses, damages to persons or property, governmental charges for fines and attorney's fees related to the use of the Show premises or part thereof. In addition, Company acknowledges that neither Show Management nor the Convening Organization maintain insurance covering Company's property and that it is the sole responsibility of the Company to obtain business interruption and property insurance covering such losses by Company.

**INSURANCE:** All property of the Company is understood to remain under its custody and control at all times. Organizers do not maintain insurance covering Company's property. Company shall carry Comprehensive General Liability coverage including premises, operations and contractual liability coverage of at least \$1,000,000 for Personal Injury Liability and \$500,000 for Property, Worker's Compensation with Employer's Liability with applicable statutory coverage. Certificates shall be furnished upon request.

**FORCE MAJEURE:** In the event the event or any part of the exhibit thereof becomes unavailable, whether for the entire event or a portion of the event, as a result of fire, flood, tempest, inclement weather or other such cause, or as a result of governmental intervention, pandemic, malicious damage, acts of war, strike, lock-out, labor dispute, riot, or other cause or agency over which Organizers have no control or should Organizers decide, because of such cause, that it is necessary to cancel, postpone or re-site the exposition or reduce the move-in or installation time, show time or move-out time, Organizers shall not be liable to indemnify or reimburse exhibitor in respect to any damages or loss, direct or indirect, arising as a result thereof.

**TERMINATION OF RIGHT TO EXHIBIT:** Organizers reserve the right to terminate without notice a Company's right to exhibit if a Company or any of their representatives fail to observe the conditions of this contract, or if in the opinion of Organizers, they conduct themselves in an unethical or unprofessional manner. Such Companies will be dismissed without refund.

**ADDENDUM:** Organizers reserve the right to make changes, amendments, and additions to these rules as considered advisable for the proper conduct of the exposition, with the provision that all exhibitors will be notified of such changes.

### **EXHIBIT RULES AND REGULATIONS**

**GENERAL SHOW POLICIES:** Offensive exhibits are prohibited. Distribution of literature must be related to exhibit and distribution limited to within Exhibitor's space. The Exhibitor may not display content that is not professionally prepared or that in the opinion of the Organizers detracts from the appearance of the Show in any manner whatsoever. Exhibitors will maintain both an in-person exhibit and a virtual booth according to the level of sponsorship and included benefits.

**BOOTH CONSTRUCTION & SHOW SERVICES:** The standard booth size will be 3m x 3m. Booth height will be shared at a later time. This information is subject to change. All stands must be 500mm off the venue walls at all times. Any rigging must be approved by MCEC, and all rigging safety documents submitted to our Safety Team for review and approval. Any walls or booths that are greater than 3m tall, are considered a custom build and must be approved by MCEC. There must be sufficient clear aisles in the exhibition space as per our Operations Manual. Booths shall not obstruct other exhibitors or aisles. Your booth will include a table and 2 chairs. If carpeting is required, Exhibitor is responsible for ordering or self-providing carpeting. Booth carpeting and other decorations will be available to the Exhibitor through the Congress Center, who will bill the Exhibitor directly. SHOW MANAGEMENT is not responsible for any service provided by independent contractors. SHOW MANAGEMENT reserves the right to finish and decorate any unfinished partitions, walls or backs of signs that are exposed to the public and to charge the cost to the Exhibitor.

A false ceiling or a ceiling generated by a two story structure, with an area greater than 18sqm or wider than 3m in any direction will be required to implement extra fire safety features by installing smoke detectors and fire extinguishers.

**BOUNDARIES:** All parts of the exhibit must be contained within Exhibitor's assigned space boundaries. Aisle space is under the control of Organizers.



**INSTALLATION, SHOW AND DISMANTLEMENT:** Exhibitor agrees to comply with assigned installation days and hours as detailed in the Exhibitor Prospectus. Exhibits may not be removed from the Facility until final closing of the show unless special permission is obtained in writing in advance from ORGANIZERS. Exhibits must be removed from the facility when specified in the Exhibitor Prospectus. Any displays or materials left in booths, without instructions, will be discarded.

**ATTENDEE PERSONAL DATA:** Attendees have been given notice of their options for controlling their personal data, including the ability to opt in to exhibitor communications, and the further ability to engage with exhibitors via lead retrieval options. It is required that exhibitors provide an unsubscribe option with all communications.

#### **USE OF DISPLAY SPACE:**

IN-PERSON: A representative of the exhibiting company must be present at the booth(s) at all times during the posted exhibit hours. With the exception of book publishers, the sale of merchandise or equipment of any kind is prohibited in the exhibit hall. The use of the Convening Organization logo on displays, signs, giveaways, promotional literature or other material is strictly prohibited. In addition, the use of the acronym of the Convening Organization must not be used on pre, at-show and/or post-show promotional material unless specific written permission is granted. Use of any other logos is prohibited unless permission is granted directly from those organizations in writing. Signs or other articles are prohibited from being fastened to the walls, pillars or electrical fixtures. The use of thumbtacks, tape, nails, screws, bolts or any other tool or material which could mar the floor or walls is prohibited. Drip pans must be used under all equipment where there is a possibility of leakage. No helium filled balloons or adhesive backed stickers may be used or given out by exhibitors.

**EXHIBIT HALL BADGES:** All exhibitor personnel must be registered following instructions of Organizers.

**LABOR:** Exhibitors are required to observe any labor contracts in effect among Organizers, official contractors, facilities and various labor organizations represented. Any labor required for the installation or dismantle, decoration or use of equipment must be ordered through the general service contractor. Tipping is strictly forbidden for any personnel providing any services.

**FDA APPROVAL/CLEARANCE:** If a US-based exhibitor or an exhibitor operating within the US intends to display, introduce or feature an article whose pre-market approval or clearance is pending from the US Food & Drug Administration, the exhibitor's materials, and the exhibitor's personnel must disclose that such article has not received final FDA approval/clearance and clearly convey the status of such article consistent with such laws, rules and regulations administrated by the FDA. The exhibit and any associated materials also must adequately and completely disclose that the article is not currently available for sale or commercial distribution in the US. Exhibitors shall indemnify and hold harmless Organizers from and against any and all costs, fees, expenses, penalties, damages and claims arising from exhibitor's failure to comply with all laws, rules and regulations (including those of FDA) applicable to such article (including any law, rule or regulation governing the display, introduction, or advertising of such article prior to final FDA approval/clearance).

#### **CONFERENCE ACTIVITY APPROVAL**

Any conference activity or demonstration planned before, during or after the meeting by vendors (including but not limited to exhibitors, sponsors) that involve conference invitees, meeting attendees, delegates, or officers must be approved by Organizers. Generally, such activities may not take place without pre-approval to maintain the educational integrity of the conference or meeting. Certain activities, once approved, may warrant premium charges.



Melbourne Convention Exhibition Centre

8 May Education Day | 9-12 May Annual Meeting

https://isev.org/isev2024

**Email contact@isev.org with questions.**