



VIRTUAL EXHIBIT RULES AND REGULATIONS

EXHIBIT RULES AND REGULATIONS

The rules and regulations contained herein are part of all virtual exhibit booth contracts. The Regulatory Affairs Professionals Society (RAPS) reserves the right to enforce these rules and regulations, as well as to make final decisions on all points covered or not covered in these rules and regulations. RAPS reserve the right to decline or remove any exhibit/company that, in its judgment, is not suitable or not keeping with the character of the exhibition. At its discretion, RAPS may accept or reject any application for virtual exhibit space. RAPS shall have full authority to interpret or amend these rules, and its decision is final.

SHOW MANAGEMENT

Regulatory Affairs Professionals Society (RAPS)
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All virtual exhibit matters, and questions not covered in the exhibit contract are subject to the decision of Show Management. These rules and regulations may be amended or changed at any time by RAPS and all amendments and changes will be binding on all parties.

REFUNDS, CREDITS AND CANCELLATIONS

RAPS has amended contracts and policies to allow for full refunds or full 2021 credits, given the unprecedented global circumstances. Exhibitors, sponsors, and advertisers that have invested in RAPS Euro Convergence 2020 have the following options as they plan for the future:

- **Virtual Migrations** – RAPS will work with all organizations to transition purchases and sponsorship to digital platforms with similar value and visibility.
- **Cancellations** – Organizations wishing to cancel their participation in RAPS Euro Convergence 2020 may apply balances paid for 2020 toward participation in RAPS 2021 Euro Convergence or may request a refund, which will be processed in 30 days. All cancellation requests must be received by 15 September 2020.
 - Cancellation of virtual exhibit booth is required in writing. There are NO REFUNDS on cancellations of a virtual booth migration package.

BADGES

Virtual exhibiting companies are entitled to the amount of virtual “online passes” as specified in their contract, which provides access to all sessions, networking activities, the virtual expo hall and associated features.

VIRTUAL BOOTH EQUIPMENT AND SERVICES

The Virtual Booth Package includes the following: virtual booth platform which may be branded with company logo; ability to display and manage all company images, descriptions, product and service details; video uploads; brochure uploads and the ability to capture leads. The Exhibitor will have the opportunity to design their virtual exhibit space following the brand



guidelines and template provided via the virtual platform. Further information will be provided under separate cover with dates, timelines and details to build your virtual booth, per your contract inclusions.

RECORDING POLICY

By exhibiting at RAPS Euro Convergence 2020, you agree to RAPS Recording Policy. RAPS strictly prohibits the recording (photographic, screen capture, audio and/or video), copying or downloading of content from the sessions, presentations and/or posters at RAPS Euro Convergence 2020. Intent to communicate or disseminate results or discussions presented at the meeting is prohibited until the start of each individual presentation.

Exhibitors shall not in any manner indicate that a RAPS endorsement or approval of Exhibitor's product or service has been given by RAPS merely because RAPS has approved such product or service for virtual display.

SUBLETTING OF SPACE

RAPS strictly prohibits the sharing or "co-opting" of exhibit space unless companies share the same parent company, or one company is the subsidiary of the other. Request must be submitted to RAPS for approval prior to conference and proof is required. Contracted exhibitor shall not assign, sublet, or share any virtual space allocated to them nor advertise or display goods other than those manufactured or sold by them in the regular course of their business. Virtual space assigned to the Exhibitor is for their exclusive use.

SUITCASING/OUTBOARDING

RAPS considers the practice of Suitcasing and/or Outboarding to be unethical business conduct and strictly prohibits both practices. Suitcasing refers to the practice of companies or persons who attend shows as attendees but "work the aisles" from their suitcase (briefcase), soliciting business from other attendees and exhibitors. Outboarding refers to non-supporting companies who set up exhibits or events separate from the event platform and encourage attendees to leave the show floor and spend time with them. For the good of the show and the exhibitor supporting the show, the only legitimate place to conduct business during show hours is within a contracted virtual exhibit booth. There is to be no sales messaging by non-exhibiting suppliers within chat functions of the RAPS Euro Convergence 2020 virtual conference. All violations will be directed to RAPS Show Management for penalties and sanctions against the violating company. Exhibiting companies are encouraged to protect their investment and report any violations immediately to RAPS Show Management.

ENFORCEMENT OF RULES AND REGULATIONS

Any exhibitor found in violation of these rules and regulations may be subject to any or all the following remedies at the sole discretion of the RAPS.

- Virtual access to the event and/or virtual booth are deactivated and eliminated from the virtual trade show floor until the situation is remedied.
- The exhibit is deactivated and removed for the remainder of the show.
- Loss of priority points (investment level credit being applied) for current year's show.
- Exclusion from exhibiting at future RAPS Euro Convergence conferences.

EXHIBIT ADMITTANCE

Show Management reserves the right to refuse participation from the virtual exhibit floor for any objectionable or undesirable person.



GIVEAWAY/CONTESTS/LOTTERIES

Any exhibitor having a contest or drawing of any kind must follow all governmental laws, ordinances, rules and regulations. It is the exhibitor's responsibility to make sure they correctly follow all rules and regulations. Any violations will be the sole expense and fault of the exhibitor. RAPS is not responsible or liable for any contests, drawings or giveaways held prior, during or after the meeting.

RAPS LOGO

The RAPS logo is the property of RAPS and may not be used without the permission of Show Management.

NO-SHOW POLICY

An exhibiting company will be considered a no-show if its virtual booth space is not prepared for virtual viewing by 25 October 2020. The exhibitor shall be deemed to have cancelled their Exhibit Contract Addendum for the 2020 Virtual Meeting and will forfeit their virtual space. The virtual exhibit space may be assigned to another exhibitor or used by Show Management. RAPS will not provide a refund to the exhibitor.

PAYMENT TERMS

All virtual booth sales/migrations are FINAL. Payment is due at time of contract/ addendum submission. Failure to submit payment will result in your virtual exhibit space application not being approved.

PRODUCT DEMONSTRATIONS

Video demonstrations are permitted, instructions regarding time limits formats, file sizes and uploading instructions will be supplied by virtual platform provider.

SHOW CANCELLATION

It is mutually agreed that in the event that RAPS Euro Convergence 2020 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 RAPS has no control, then the exhibitor contract may be immediately amended by RAPS and exhibitor hereby waives any and all claims against it.

STAFFING, USE OF SPACE AND SUBLETTING

Virtual booths should be "staffed" during specified exhibit-only hours so attendees can engage with company representatives via video chat.

- Tuesday, 27 October (10:45-11:15, 12:15-1:30 pm, 3:45-4:15 pm)
- Wednesday, 28 October (10:45-11:15 am and 12:15-1:30 pm)

All Exhibitor activities must be confined to the limits of Exhibitor's allocated virtual booth and chat room and must not interfere with the activity of other exhibitors. No exhibitor shall sublet, assign or share any part of their allocated virtual space.