



**Exhibit Space Rental Fees and Inclusions:** The MAPS exhibit space rental fees are as follows:

**3mx3m: \$8,250 USD:** Includes 1 full conference pass and 1 exhibit-only pass

**3mx1m: \$3,450 USD:** Includes 1 exhibit only pass

Each exhibit booth includes company name and logo listed on the MAPS EMEA website and mobile app, and logo placement on onsite signage. Exhibitor-only passes may be upgraded to full passes for a fee of \$900. Designated exhibitor representatives will be given a code to register for their allotted number of included passes. Additional attendees from the organization may register on the MAPS EMEA website at the regular rate: <https://paris2022.medicalaffairs.org/>

**Payment:** Payment can be made in full at the time of application, or broken down in two payments. The first payment is due once the exhibit space assignment is confirmed, and the final payment is due 20 days prior to the conference start date. Payment may be made via check from a US bank account, wire transfer, ACH payment, or credit card. Any bank processing fees associated with wire transfers or ACH payments are the responsibility of the Exhibitor.

Payments via credit card will incur a 3% credit card processing fee.

**Schedule:** Exhibitors may begin setting up their booths on **Sunday, May 15, after 10:00 a.m.** and must **complete setup by 5:00 p.m. on Sunday, May 15.**

The networking reception on Sunday, May 15 will be held in the Exhibitor Hall, providing additional traffic throughout the exhibit area.

Exhibitors may begin breaking down on Tuesday, May 17 *after* 1:30 p.m. Any exhibitor who breaks down prior to 1:30 p.m. on May 17 will be invoiced a \$2,000USD early breakdown fee.

**Shipping and Materials:** All exhibitors have been prompted to make item selections and purchases through GL Events. Your primary contact for GL Events is Fiona Ruvicini: [fiona.ruvicini@gl-events.com](mailto:fiona.ruvicini@gl-events.com). The Exhibitor Kit may be downloaded [here](#), and submitted to Fiona for review by **Monday, April 25.**

To ship your own materials, please send your boxes to:

**Attn: FIONA FRANCOIS – EVENT MANAGER**  
**Novotel Paris Centre Tour Eiffel**  
**8, rue Gaston Caillavet**  
**75015 PARIS**  
**FRANCE**

On the outside of your box, please write:

- Name of event: **MAPS 2022 EMEA**
- The date of your event: **May 15-17**
- The name of your company
- Your assigned booth number

**Parcel Size Limitations:** The elevator can accommodate packages with a width of 1.20m, a height of 2.20m, and a weight of 1 ton. Please ensure your packages all fit within these parameters.

MAPS cannot guarantee the timely delivery or receipt of your shipped items. Any risk of loss of the goods is the responsibility of the exhibitor. Any shipping, delivery and arrival dates provided by MAPS or GL Events are estimates only. MAPS does not incur any liability of shipped goods, direct or indirect. Please contact your local shipping provider for an accurate estimate of shipping times and deadlines to ensure your goods arrive on time.

**Cancellations:** Exhibitors may cancel their space reservations at any time by written notice to MAPS. Refunds will be issued based on the total amount paid and the date the notice of cancellation is received. The refund is based on the following: 50% of refund value 30+ days prior to arrival, 25% of refund 20-30 days prior to arrival and 0% refund 19 days or fewer before arrival. Registrants are responsible for canceling their own hotel and airline reservations. Under all circumstances, MAPS may resell any exhibit space canceled by the Exhibitor. The use of any complimentary Exhibitor registration badges is forfeited upon cancellation of space. A full refund or credit is offered in the event of force majeure cancellation of the meeting.

**Use of Space:** No subletting or sharing of space is permitted. MAPS retains the right to remove from the exhibition hall any company that has not duly contracted with MAPS for space. All Exhibitor activities must be confined to the limits of rented space and must not impede traffic or interfere with the activity of other Exhibitors. Every exhibit must be fully staffed and operational during the entire show. MAPS may evict Exhibitors, who, because of noise, conduct of personnel, methods of operation or any other reason, detract from the general educational character of the show. In the event of eviction, MAPS will not issue a refund.

**Failure to Occupy Space:** Any space not at least partially occupied at least 30 minutes prior to opening, will be forfeited by the Exhibitor and can be used by MAPS in any manner, without refund, unless arrangements for delayed occupancy has been previously approved by MAPS. All booths must be set-up and ready by the time the conference starts.

**Character of Exhibits:** MAPS provides aisle carpeting in main and cross aisles and general security in the exposition beginning with Exhibitor set-up and concluding after all show freight has been removed from the floor. All stand structures must adhere to the guidelines laid out in the Exhibitor Kit for this exhibition. No exhibit is permitted to obstruct the view of adjacent booths. All signs must be one sided only and must be set back within the Exhibitor's space so as not to detract from the overall impact of the exhibit that is directly adjacent. Requests to deviate from these guidelines must be submitted to Maria Giordano at [Mgiordano@medicalaffairs.org](mailto:Mgiordano@medicalaffairs.org) by **May 6** for approval prior to set-up. MAPS reserves the right to direct revisions, at Exhibitor expense, of any exhibit that does not comply with these guidelines. Apart from the specific display space for which an exhibiting company has contracted with MAPS, no part of the Hyatt Regency, its grounds or surrounding grounds, may be used by any organization other than MAPS for display purposes of any kind or nature without the express written permission of MAPS. Exhibit brand or company logos, signs and/or trademark displays will be limited to the exposition only.

**Fire Regulations:** Each Exhibitor is responsible for knowledge of and adherence to the fire and safety codes which will be published in the Exhibitor Service Kit provided by the Hyatt Regency. All electrical signs and equipment must be wired to meet specification and must conform to appropriate federal,

state, and municipal codes. Compliance with such laws is mandatory for all Exhibitors and is the sole responsibility of the Exhibitor.

**Indemnity:** Exhibitor agrees to indemnify, hold harmless, and defend MAPS from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to MAPS employees, and/or property damage arising out of work performed by labor provided by MAPS but supervised by Exhibitor. Further, the exhibitor's indemnification of MAPS includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by MAPS to work in a manner that violates any of the above rules, regulations, and/or ordinances. In addition, Exhibitor acknowledges that the MAPS and the meeting facility do not maintain insurance covering such losses by Exhibitor.

**Exhibitor Insurance:** The Exhibitor shall, at its sole cost and expense, procure and maintain through the term of each contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased by MAPS. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability of not less than \$1,000,000. The Exhibitor shall upon request provide MAPS with certificate so indicating. Workers Compensation and any other insurance or required licenses shall be in full compliance with all federal and state laws, covering all of Exhibitor's employees engaged in the performance of any work for the Exhibitor. All property of the Exhibitor is understood to remain under its custody and control in transit to and from the confines of the exhibit hall.

**Show Attendees and Exhibit Staff:** Admission to the exhibition will be available only to registered attendees and Exhibitor staff of at least 18 years of age. Proof of age may be required to obtain entrance into the exposition. MAPS makes reasonable attempts to attract the specified goal of attendees to its conference but does not guarantee specific volumes of traffic or levels of qualification. Traffic at any given booth is a function of the particular exhibit and not the responsibility of MAPS.

**Security:** Exhibitors are responsible for security of their exhibit and its content. Security personnel contracted directly by MAPS are intended primarily for crowd control, credentials verification, and after hours watch of the exhibit hall. Exhibitors are encouraged to budget and make security arrangements for sensitive or valuable items. MAPS is not responsible for the security of Exhibitors' property. Protection, both security and insurance coverage, of Exhibitors' property is the sole responsibility of the Exhibitor.

**Failure to Hold Show:** Should fire, hurricane, earthquake, flood, strikes, civil disturbance, Acts of God, pandemics, political or social boycott, or any other circumstances beyond the control of MAPS or the Hyatt Regency, make it impossible or impractical to hold the show at the scheduled time, MAPS will compensate the cost of exhibits or provide full credit of such cancellation. If an event is cancelled, MAPS is not responsible for any airfare, hotel or other costs incurred by registrants. In no event shall MAPS be liable for indirect or consequential damages.

**Amendment of Rules:** MAPS reserves the right to make changes, amendments and additions to these terms and conditions at any time, and all changes, amendments and additions so made shall be binding on the Exhibitor with the provision that all Exhibitors will be advised of any such changes in writing. Any matters not specifically covered herein are subject to decision by MAPS.

**Additional Sponsorship Items:** Please check off up to 3 additional sponsorship items. These will be granted on a first-come, first-served basis. The deadline to submit this form and sponsorship requests is **Wednesday, April 20**. Each checkbox represents one exclusive sponsorship.

SOLD  
OUT

**Monday Night Networking Reception:** Includes signage and napkins featuring your company logo at the evening networking event. **\$6,000 USD**

**Swag Bag:** Features your logo along with the MAPS logo on a drawstring bag for attendees to pick up and use as they like upon check-in. **\$5,500 USD**

SOLD  
OUT

**Lanyards:** Features your logo on the lanyards to be attached to attendee name badges. **\$4,000 USD**

**Coffee Break:** Features your logo on coffee sleeves during designated coffee break times.

- Sunday: **\$1,500** (one break)
- Monday: **\$3,000** (two breaks)
- Tuesday: **\$3,000** (two breaks)
- ALL Coffee Breaks across three days: **\$8,000**

**Mobile App:** Features your information in a dedicated email to be distributed to all conference attendees, including your company bio; your logo prominently displayed in the mobile app and on the QR Code pamphlets at check-in; and up to 2 push notifications to be sent to all attendees during the conference via the app. **\$6,500**

**Primary Session Video:** Features your company video played immediately prior to the day's primary session, and introduced by the conference host, broadcast to all in-person attendees. Video must be provided by your organization and may be up to 90 seconds in length.

- Sunday: **\$4,000**
- Monday: **\$6,000**
- Tuesday: **\$6,000**

**Recorded Sessions:** Features your company logo and/or a 30-second spot during the recorded session videos, to be provided to all attendees after the conference. Includes your sponsorship for up to 5 recorded sessions. **\$6,000**

The undersigned represents that he/she understands the terms of this agreement and will abide by the terms and exhibit guidelines within.

**Exhibitor**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_