

**2025 AOC EUROPE SYMPOSIUM & CONVENTION
EXHIBITOR APPLICATION
TERMS & CONDITIONS / RULES & REGULATIONS**

The 2025 AOC Europe Symposium & Convention (AOC Europe/the Event) Terms & Conditions and Rules & Regulations, with later amendments, if any, that may be issued, are intended to be for the best interest of exhibitors and the EW/EMSO industry and are a part of the contract with each Exhibitor. Association of Old Crows (AOC), as the owner/organizer of the Event, respectfully requests the full cooperation of Exhibitors in observance of these rules. Any points not covered are subject to final decision by AOC.

Exhibitor will abide by provisions of the Terms & Conditions and Rules & Regulations, and with the fire regulations, local union jurisdictions, as well as all other regulations of governmental agencies including the Official General Contractor and the Roma Convention Center (RCC). In the event of any conflicts or inconsistencies between the provisions of this Exhibitor's Contract and the rules of the RCC, the rules of the RCC and/or applicable law shall take precedence and govern.

1. COMPLIANCE AND ELIGIBILITY TO EXHIBIT

- a. All Exhibitors' equipment, services, documentation and all other forms of visual promotion and display, exhibited or proposed must be of a type which complies with:
 - i. Law in the territory in which the Event is held.
 - ii. Law in the territory of origin of the exhibitor
 - iii. UN Law and UN international undertakings
- b. These controls may encompass export from the country of origin, involvement in movements of these goods between overseas countries where the deal is made in the Territory, or by a person of the Territory of origin of the Exhibitor based overseas. It is important that your organization is aware of all current applicable trade controls and whether they affect your business prior to exhibiting at the Event.
- c. Breach of any aspect of relevant trade controls will be treated as breach of the Event terms and conditions regarding Compliance and Eligibility to Exhibit.

2. USE OF STANDS

- a. Exhibits shall be of a nature which promotes the common business interests of our industry, including products or services which are used by members of our industry for business purposes, or which are otherwise directly related to those interests. The judgment of AOC as to whether an Exhibitor or an exhibit satisfies this requirement, and in other respects hereinafter referred to, shall be final.
- b. All exhibits, demonstrations, and other activities by an Exhibitor shall be confined to its exhibit stand(s). No Exhibitor shall assign, sublet, or share the whole or any part of the stand space allotted. Only one company name shall be listed per stand.
- c. Exhibitors who have subsidiary ownership of a company operating under a different name, have the option to purchase a co-exhibitor listing. This listing will allow for the subsidiary company name to be listed on the floorplan and be searchable by name only.
- d. Any exhibit, device, material, or activity, including sounds, fumes, or odours, which, in the judgment of AOC, is unethical, in bad taste, annoying or otherwise offensive to Exhibitors, the Event or the industry, is prohibited. Compressed Gas Cylinders, open flames and helium balloons are specifically forbidden.
- e. Equipment, services, documentation and all other forms of visual promotion and display, exhibited or proposed, must comply with current UN Law.

3. SPACE ASSIGNMENTS

- a. On-site stand sales will be done in a manner with priority given to AOC Europe Symposium & Convention exhibitors in stand size descending order. Each exhibitor will have time set aside to select next year's stand location on a first come, first serve basis during their time slot. The plan will be shared prior to arrival to all exhibitors on record.
- b. AOC Show Management reserves the right to shift space assignment after the contract has been signed if we find it necessary to do so. AOC retains the right to place AOC areas adjacent to, in the aisles, or behind exhibitor's stands in the exhibition hall. AOC items include but are not limited to food and beverage areas, promotional and literature displays, education stages, membership areas, and video monitors.

4. PAYMENT SCHEDULE

- a. For Exhibitors – A 50% non-refundable deposit is required, with a completed contract, to reserve exhibit space. 100% of the stand cost is required by 31 January 2025. Failure to pay the balance of the assigned space by the payment deadline will result in forfeiture of the space and AOC will have the right to cancel the contract. All exhibit space contracted 90 days prior to set up must pay the stand fee in full via credit card or wire transfer.
- b. For Sponsors – A 100% non-refundable sponsorship fee is due at the time of contracting.

5. CANCELLATION/DOWNSIZING/REDUCTION OF SPACE

- a. For Exhibitors – Any company cancelling stand space (including a downsize which is deemed a partial cancellation of space) after assigned but before 31 January 2025, will remain responsible for 50% payment under this contract and/or will forfeit the paid 50% deposit. Cancellations made 31 January 2025, or later will be responsible for 100%

payment under this contract and/or will forfeit the paid 100%. In either case, AOC shall have the right to rent the cancelled space to another exhibitor.

- b. For Sponsors – In the event that the Sponsor cancels or wishes to withdraw the Sponsorship any time after signing of the contract, AOC reserves the right to collect or retain 100% of the sponsorship fee.

6. SPONSORSHIP LATE FEE

- a. If sponsorship includes graphic components, a late fee of 25% of the sponsorship fee will be billed to the Sponsor if final graphics are not submitted and approved by the deadline provided with sponsorship fulfilment information.

7. ADMISSIONS

- a. AOC Show Management will have sole control over all admissions of persons.
- b. Two (2) gratis Exhibitor/Stand Personnel badges per 3m x 3m stand will be given with each stand rented. Exhibitor/Stand Personnel badges allow access to the Exhibit Area during setup, show hours, and move out. They do not allow access to the conference/sessions. Additional stand personnel badges may be purchased for 200 € each. All persons visiting the Exhibit Area are required to display proper Event credentials at all times. Attendees may be asked, at any time for proof of identification to compare to their registration credentials.
- c. Exhibitors and their employees and agents will be admitted to the Exhibit Area prior to the opening of the Event upon displaying authorized badges. No admission will be allowed without registration badges. No children under 18 are allowed in the exhibit hall at any time.
- d. All personnel attending the Event, including Exhibitors' stand personnel, representatives, guests, and contractors/subcontractors (stand build and services) who will be working on stands and hospitality areas, must be pre-registered to attend the Event. It is the responsibility of the Exhibitor to check the bona fides of all personnel that they register to attend the Event.
- e. AOC reserves the right to refuse any person admission to the Event or remove from the Event any person whose presence, in the sole opinion of AOC, is or is likely to be undesirable and AOC may exercise such rights notwithstanding that any person is the servant or agent of the Exhibitor or otherwise in any way connected or associated with the Exhibitor.

8. HEALTH & SAFETY

- a. By attending this Event, participant agrees to voluntarily assume all risk related to exposure to COVID, other unknown variants or yet-unknown communicable diseases and agrees to not hold AOC or any of their affiliates including partners and sponsors, directors, officers, employees, agents, contractors, volunteers, or sponsored venues liable for including without limitation, personal injury, illness, or otherwise. Participant shall take necessary precautions while at the Event. Participant shall agree to not attend the Event if he/she feels ill or has had recent exposure to a COVID or other unknown variant at the time of the Event.

9. PHOTOGRAPHY/VIDEOGRAPHY

- a. AOC reserves the right to use any photograph/video taken at AOC Europe, without the expressed written permissions of those included within the photograph/video. AOC may use the photograph/video in publications or other media material produced, used, or contracted by AOC including but not limited to brochures, newspapers, magazines, websites, etc.
- b. Photography or video recording by exhibitors, sponsors or attendees is not permitted at any time at AOC Europe.

10. POWERS AND DISCRETION OF AOC

- a. AOC shall at its sole discretion be entitled to:
 - i. alter the dates, opening hours and/or duration of the dates and duration of Installation Period, Dismantling Period, and the total duration of the Event; and
 - ii. change or vary these Terms and Rules at any time or permit exceptions in special circumstances.
- b. AOC shall be free to include in any format chosen by AOC (or on its behalf) in connection with the Event the Exhibitor Intellectual Property (IP) or any other material or information supplied to AOC by the Exhibitor.
- c. The Exhibitor warrants that all Exhibitor IP provided to AOC:
 - i. is true, accurate and not misleading.
 - ii. is owned by the Exhibitor.
 - iii. is not offensive, abusive, indecent, defamatory, obscene, or menacing in any way, and
 - iv. does not, and its use in connection with the Event shall not, infringe the IP rights of any third party.
- d. The Exhibitor hereby grants to AOC a non-exclusive and royalty free License to use the Exhibitor IP solely in connection with the Event including, without limitation, the promotion of the Event and any after-Event literature or marketing materials.
- e. The Exhibitor shall indemnify and hold harmless AOC against all liabilities, costs, expenses, damages and losses (including any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal and other professional costs and expenses) suffered or incurred by AOC arising out of or in connection with any claim made against AOC for actual or alleged infringement of a third party's IP rights arising out of or in connection with use of the Exhibitor IP (or any other material or information supplied to AOC by the Exhibitor) by AOC in connection with the Event and any after-Event literature or marketing materials.

- f. AOC reserves the right to delete or remove the Exhibitor IP from any materials if it believes, in its sole discretion, that the Exhibitor IP is in breach or may breach the provisions of this clause.
- g. AOC shall not be responsible for any omissions, misquotations or other errors in any materials relating to the Event.
- h. The Exhibitor shall not use Organizer's IP for any purposes without Organizer's prior written consent.

11. DATA PROTECTION

- a. The Exhibitor warrants and guarantees that it understands and is compliant with all Data Protection Laws including GDPR. The Exhibitor shall promptly notify AOC if it suspects or becomes aware of any Personal Data Breach in respect of any Personal Data which has been collected by or on behalf of AOC.
- b. The Exhibitor agrees to indemnify and hold harmless AOC against all expenses, costs, claims, losses and liabilities incurred by AOC or for which AOC may become liable due to any failure by the Exhibitor to comply with Data Protection Laws including without limitation, due to any failure by the Exhibitor to implement and maintain appropriate technical and organizational measures to protect Personal Data against accidental, unauthorized or unlawful destruction, loss, alteration, disclosure or access.

12. COPYRIGHTS AND TRADEMARKS

- a. It shall be the Exhibitor's sole responsibility to obtain permission and any necessary licenses to use any copyrighted materials in its stand, particularly music. The Exhibitor hereby agrees to indemnify and defend AOC against any claims or damages whatsoever for copyright or trademark infringements.
- b. Use of AOC Logo or Event Logo by exhibitors must first be approved by AOC.

13. LIABILITIES

- a. The Exhibitor shall obtain, and maintain in force, insurance from a reputable insurance company in connection with its presence at the Event. Without limiting its obligation to secure insurance cover for such risks as it shall consider appropriate, the Exhibitor shall take out insurance including (without limitation) public liability insurance for loss, damage or injury caused by the Exhibitor's negligence or default up to a value of €2million any one occurrence. The Exhibitor shall, on request by AOC, produce to AOC its insurance certificate(s) and evidence that all payments under such insurance policy have been paid up to date.
- b. The Exhibitor agrees that AOC, and their officers, directors, committees, agents, and employees:
 - i. will not be responsible for any damage to or for the loss or destruction of the Exhibitor's property, or injuries to the Exhibitor, his representatives, agents or employees, all claims for such loss, damage, destruction, or injury being expressly waived by the Exhibitor,
 - ii. will be indemnified and held harmless by the Exhibitor for any claims of injury to any of the Exhibitor's representatives, agents, or employees and for any claims by other persons for injury, loss or damages caused in whole or in part by the Exhibitor or its representatives, agents, or employees.

14. FAILURE TO HOLD EVENT

- a. AOC, and their officers, directors, committees, agents, and employees, will not be liable for failure to hold the Event as scheduled. Payments for stand space will be returned in that event except that any actual expenses incurred in connection with the Event will be deducted if the Event is cancelled because of acts of God, hazardous weather conditions (actual or forecasted), war (declared or undeclared), specific threat of war, government regulation (including governmental advisories, quarantines and/or curfews) or travel advisory, disasters, fire, earthquakes, accidents or other casualty, labour dispute, picketing, work stoppages, strikes or specific threat of strikes or picketing by Venue employees, actual or threatened secondary strikes by other unions that would have a material effect on the Event, an event or occurrence creating a significant risk to the anticipated attendees' health or safety, civil disorder, terrorist acts and/or specific threats of terrorism occurring after execution of this Agreement (as determined by a change in the threat level by the U.S. Office of Homeland Security, or as determined by the Overseas Security Advisory Council, the U.S. State Department and/or other valid sources or indicators on a case by case basis), acts of domestic or foreign enemies, a cancellation or restriction in commercial air transportation preventing some or all of the anticipated attendees from attending or arriving for the Event within 24 hours of their scheduled arrival times, nuclear or biological hazard, outbreak of disease in the city or region where the Event is to be held or in one or more cities from where anticipated attendees would be traveling, as reported by the World Health Organization, or a similar supervening cause (including a frustration of purpose) beyond the control of either party which make it illegal, impossible, or commercially impracticable, or which materially affects AOC's ability to hold the Event. The Exhibitors and Sponsors waive all claims for damages or recovery of payments made, if, for any reason, the Event shall be cancelled or deferred any time.

ROMA CONVENTION CENTER
(Owned/Operated by EUR S.p.A)
RULES AND REGULATIONS FOR EXHIBITORS AND/OR STAND BUILDERS

ARTICLE 1 - ACCESS

People and vehicles (cars or trucks) can access the Roma Convention Center only during the set-up and dismantling days and times planned.

The front access (via Cristoforo Colombo) cannot be used for parking and loading and unloading operations, except in specific cases expressly authorized by the technical department of Roma Convention Center La Nuvola.

The temporary use of the service road (on the side of Viale Asia) and the parking lots within the building, will be agreed upon with the Technical Department of Roma Convention Center La Nuvola;

Access for all the vehicles for the transportation of goods is only allowed in the loading/unloading external area accessible from Viale Asia; the area is designated only for loading and unloading and not for parking.

Vehicles must be kept in motion exclusively for technical reasons, for limited times, and they must not be a hindrance to other operators.

ARTICLE 2 – LOADING AND UNLOADING OPERATIONS

The way from loading/unloading areas to set up areas must be previously agreed with the Technical Department of Roma Convention Center La Nuvola;

- For loading and unloading of materials at Level -1, the user will use the freight elevators and the platform on Viale Asia respecting the maximum load permitted (please see table on page 14) and the size of all lifting equipment. Methods and timing to be agreed with the Technical Department of Roma Convention Center.
- For loading and unloading of materials at the external loading bay of the Forum Level, the user shall use the access ramp from Viale Asia, 17 respecting the maximum load permitted of 20 tons. During access and maneuvering, the vehicles must proceed at a walking pace to avoid damage to the travertine flooring. For transport from the external loading bay area inside the Forum, only wheeled trolleys and/or pallet trucks may be used.
- For loading and unloading of materials inside Roma Convention Center La Nuvola, the Technical Department will provide specific information based on the type of equipment to be handled.

Throughout the Roma Convention Center (external areas and parking areas), the rules contained in the Highway Code currently in force in Italy apply and circulation in the Roma Convention Center takes place without any liability on the part of EUR S.p.A.

ARTICLE 3 – FORKLIFTS AND ELECTRIC PALLET TRUCKS

For materials handling it is permitted only the use of electric trolleys/pallet trucks with non-marking rubber wheels in good condition, which do not leave marks that could damage the floor and in any case within the load limit of 600 kg/m².

The use of forklifts and electric pallet trucks is permitted only in the external areas of Level -1 (yellow corridor of storage on the side of Viale Asia) and in the external loading bay of the Forum level, and it is subject to authorization by the Technical Department of the venue, whereas in all other areas of the venue the use of manual pallet trucks or trolleys is only permitted with non-marking rubber wheels, which do not leave marks or affect the floors, and in any case within the load limit of 600 kg/m². The EUR S.p.A. staff can prohibit at its discretion the use of any means that it deems dangerous for the safety of people and the integrity of the structure.

In the event of non-compliance with the aforementioned rules, EUR S.p.A. may remove the vehicle from the venue, at the risk and expense of its owner and the holder of the authorization for access to the Roma Convention Center.

ARTICLE 4 – SECURITY

The security service is at the responsibility and expense of the exhibitor; EUR S.p.A. is not responsible for the day and night custody of materials and equipment brought for any reason into the Rome Convention Center La Nuvola.

ARTICLE 5 – PRESERVATION OF THE VENUE

All the installations must include a floor protection system to avoid abrasions or marks.

Any tape used on floors and walls should be easily removable and leave no residue. Otherwise, EUR S.p.A. will provide for the removal by charging the related cost to the client, who will have the right to claim against the exhibitor.

In case of indelible stains or residues that cannot be removed with standard cleaning, EUR S.p.A. will have to carry out specific treatments which will be charged to the client, who will have the right to claim against the exhibitor.

All vehicles in transit on the external travertine floor must proceed at a walking pace to avoid leaving signs or marks of braking.

ARTICLE 6 – STRUCTURAL AND CERTIFICATION RULES

Should it be necessary to install parapets on temporary structures (e.g. stages) approved by EUR S.p.A., the stand builders must produce a declaration of correct installation and testing drawn up by the manufacturer of the parapets and subsequently stamped and signed by a qualified technician.

- The minimum distance to be respected from the Nuvola panels is 1 meter (in every direction, also in height).
- The maximum load allowed on the floor of the Forum and Level -1 is 600 kg/sqm.

ARTICLE 7 – RETURN OF PREMISES AND LIABILITY

At the end of the Event, the areas must be returned in the same condition in which they were delivered to the exhibitor, free from people and items; in particular, it is necessary to remove all the materials used for the set-up, temporary equipment, systems, and installations, to return the spaces in the same maintenance state, use and functioning they were delivered.

The exhibitor agrees to use the spaces in compliance with this manual and assumes responsibility for taking all necessary ordinary and extraordinary precautions to avoid damage to the structure and adjacent areas.

The exhibitor has to pay compensation for any damage caused to floors, walls, and any other product and/or system owned by the grantor. The damages will be quantified and charged to AOC who will be able to claim against the exhibitor.

ARTICLE 8 – COMPLIANCE WITH PUBLIC SAFETY REGULATIONS, HYGIENE STANDARDS, AUTHORIZATIONS AND LICENSES

The exhibitor must respect all the points of the project which must be approved by the Technical Department of the Roma Convention Center and follow the hygiene and public safety standards, as well as the general rules in force during public events, in particular the regulation on prevention and safety inside venues that host shows or entertainment events. Therefore, the exhibitor must, at their own expense, provide all the necessary licenses and authorizations and ensure that all the obligations deriving from the above regulations are complied with during the Event.

- The exhibitor has to comply with the site regulations and instructions.
- The exhibitor must have all the necessary authorizations and licenses with them and show them - if required - to the Technical Department of the Roma Convention Center. EUR S.p.A. assumes no responsibility for omissions or non-compliance with the aforementioned obligations. The exhibitor may not use such omissions and defaults as justification for their failure to comply with the required obligations.

ARTICLE 9 – INSURANCE AND SOCIAL SECURITY COMPLIANCE

The exhibitor must ensure that their employees and suppliers are covered by insurance and other social security coverages as required by law.

AOC cannot be held responsible for any failure to comply with the obligations set out in this article.

ARTICLE 10 – PROHIBITION OF SUBLETTING AND SIMILAR CONTRACTS

The exhibitor may not sublet or transfer the spaces and/or stands, in whole or in part, to anyone, for any reason, without the authorization of the Rome Convention Center Technical Department. Any such contract that has not been previously authorized will be void.

ARTICLE 11 – OBLIGATIONS – PRESCRIPTIONS – SPECIAL PROHIBITIONS

ARTICLE 11.1 – Access to combustion vehicles is not permitted without the authorization of the Technical Department of the venue which will give the instructions.

ARTICLE 11.2 - It is forbidden to dump materials on the floor or attach materials to walls without using covers or siding protectors.

ARTICLE 11.3 - It is forbidden for vehicles to be driven beyond the structural joint on the floor of external the loading bay unloading area delimited by specific signs.

ARTICLE 11.4 - It is forbidden to transit with any vehicles on the grates installed on the external floor and the sidewalks.

ARTICLE 11.5 - The use of escalators and panoramic lifts for the transport of materials is forbidden. In case of specific needs, please contact the Technical Department of the venue.

ARTICLE 11.6 - It is forbidden to enter the glass doors on the Viale Asia side to transport or unload materials inside the venue.

ARTICLE 11.7 – It is forbidden to manually open automatic emergency doors in the multipurpose area of Level -1 leading to storage spaces.

ARTICLE 11.8 – Smoking and open flames are forbidden inside the venue.

ARTICLE 11.9 – Those who access the Roma Convention Center are required to maintain a civil demeanor concerning the assets and equipment of both the Venue and third parties present and to promptly and scrupulously observe the prescriptions and instructions given by EUR S.p.A. at the entrance and inside the Congress Center with appropriate signs, with written notices, with loudspeaker announcements, as well as through the service personnel and by any other means used, with the specification that loudspeaker announcements and the instructions given by the service personnel prevail over other notices.

ARTICLE 11.11 – The workers who will access the Venue for loading and unloading operations must be identifiable using an identification card from the company they belong to.

ARTICLE 11.12 – It is prohibited for anyone to promote, within the Roma Convention Center, offers, donations, and offertory for institutions of any kind, to carry out religious, political, or trade union activities, and any other activity not related to the purposes of the Event in progress unless expressly written authorization has been issued from EUR S.p.A.

ARTICLE 11.13 – Access to the Roma Convention Center for children under the age of 18 will be allowed only if accompanied: exceptions can be agreed upon for each event and communicated to the public by the means deemed most suitable.

ARTICLE 11.14 – Access to dogs is allowed only if they are small and strictly on a leash or for those serving blind people.

ARTICLE 11.15 – EUR S.p.A. may prohibit entry to the Rome Convention Center with bags, suitcases, or other containers, prescribing their deposit in the cloakroom.

Any exceptions to the restrictions indicated above must be issued in writing by EUR S.p.A. which has the right to integrate and cancel the previous provisions, communicating them in the ways deemed most suitable. Failure to comply with the obligations established in these regulations may result in immediate expulsion from the Roma Convention Center of the persons responsible.

APPLICATION & ACCEPTANCE OF TERMS

Applications for Space must be made on AOC’s official Application form. AOC may, at its sole discretion, accept Applications by other means. These Terms and Rules shall apply to all Applications (whether or not such Application is made on the prescribed form). An Application constitutes an offer from an Exhibitor for a Space Package at an Event.

AOC reserves the right to accept or reject any Application from any potential Exhibitor.

A binding Agreement shall come into force only when AOC has accepted the Exhibitor’s Application.

AOC is not bound to accept an Application from a potential Exhibitor for the Event even if it has accepted an Application from that Exhibitor for another event. There is no automatic right for an Exhibitor to participate in any subsequent Event.

A signatory on an Application shall be deemed to have full authority to sign the Application on behalf of the Exhibitor and the Exhibitor shall have no right to claim against AOC that such person or persons did not have such authority.