

EXHIBITOR PROSPECTUS 2024

ESPES 14th Annual Congress
For Endosurgery in Children



ESPES 14th Annual Congress

WHO: European Society of Paediatric Endoscopic Surgeons (**ESPES**)

WHEN: September, 18-20, 2024

WHERE: IRCAD, Strasbourg

Meeting Highlights

- » Networking opportunities with international colleagues, leaders, and industry partners
- » Mastery Learning Series
- » Innovations in Pediatric MIS
- » Exchange of best practices and improving patient outcomes
- » The largest Pediatric MIS Surgical Congress in Europe



EXHIBIT AREA HOURS

- » Wednesday, September 18, 7:00 pm - 9:00 pm
Opening Ceremony and Welcome Reception in Exhibit Area
- » Thursday, September 19, 9:30 am - 4:00 pm
Exhibits Open
- » Friday, September 20, 9:30 am - 4:00 pm
Exhibits Open

EXHIBIT AREA SET-UP

- » Wednesday, September 18, 10:00 am - 4:00 pm

All set-up personnel must wear an exhibitor badge, which will be available at the registration desk. If set-up of an exhibit has not started by 3:00 pm on Wednesday, September 18, Show Management may order the exhibit to be disassembled and the exhibitor billed for all charges incurred. Show Management will not be responsible for any damage incurred.

All construction must be completed, and aisles cleared by 5:00 pm on Wednesday, September 18. All exhibits must be fully operational by 5:30 pm on Wednesday, September 18.

DISMANTLING & REMOVAL OF EXHIBITS

- » Friday, September 20, 4:00 pm - 8:00 pm

Exhibitors may not begin dismantling until 4:00 pm. All exhibits must be packed and ready for shipment by 8:00 pm, Friday, September 20. Any materials not called for by that time will be discarded or shipped at the exhibitor's expense by the carrier selected by Show Management.

ESPES' Exhibit Area will be located in the exhibit area, adjacent to the scientific sessions (Paul Kagame Amphitheater)

CRITICAL DEADLINES

- » Hotel Reservation Deadline May 3, 2024
- » Exhibit Space Balance Due June 1, 2024
- » Exhibitor Company Profile July 1, 2024
Form

Space Assignment & Fee

BOOTH ASSIGNMENTS

The exhibit area is located in the adjacent room to the scientific sessions at the IRCAD Center.

Exhibitors will have an opportunity to review the floor plan and select preferred locations. Booths will be assigned on a first-come, first-served basis based on **when the exhibitor application and deposit are received**.

1. EXHIBITOR FEES & SPECIFICATIONS

» **Standard Fee:** 180x76 cm Tabletop for €2,000

INCLUDED WITH EACH BOOTH: one (1) 180x76 cm draped table, two (2) side chairs, one (1) wastebasket, and one (1) identification sign (company name and booth number).

2. PAYMENT SCHEDULE

- » A deposit of 50% of the total exhibit rental charge must accompany signed application.
- » Total balance due **June 1, 2024**.
- » Please make check payable to ESPES
- » Payment must be made in Euros.

Applications not accompanied by at least a 50% deposit will be considered invalid and will not receive priority for selecting booth location. **If full payment is not received by June 1, 2024 the space may be reassigned or resold.** All reservations must be made in writing. Applications from exhibitors who have outstanding balances due to ESPES from any previous year will not be processed without full payment of delinquent accounts.

3. SERVICES EXCLUDED

Booth rental fee does not include the following services: drayage, floral, electricity, supplementary furniture or audio-visual. Information regarding these items will be included in the Exhibitor Confirmation Kit.

4. EXHIBITOR REGISTRATION

Exhibit registration includes a maximum of four (4) personnel per 6' space. The deadline for the exhibit staff list is **June 1, 2024** and badges may be picked up on-site. Exhibit badges are not to be given or lent to any individual except the exhibit personnel to whom the badge has been issued. Exhibitors may attend sessions as long as they do not engage in sales while in the session rooms. Additional Exhibitor Badges can be purchased by contacting Show Management.

5. EXHIBITOR STAFF CONDUCT

Exhibitors must set up, occupy, and staff their exhibits during all hours exhibits are open. Failure to do so may result in ineligibility for future meetings. Names of all participants affiliated with exhibits must appear on the corresponding company staff list sent to Show Management. False certification of individuals as exhibitor's representatives, misuse of exhibitor badges or any other method assisting unauthorized persons access to the

exhibit floor or scientific sessions will just cause for expelling the violator from the exhibition, or barring him/her from further entrance to the exhibit floor or removing his/her exhibit from the exhibit floor without obligation on the part of Show Management for a refund of fees.

Exhibit personnel are expected to remain in their rented space and not view other exhibits except by invitation of other exhibitors. Interviews, demonstrations, and the distribution of literature must be made within the booth area assigned to the exhibitor. Canvassing or distributing of advertising materials beyond the perimeters of the exhibitor's own booth will not be allowed. Additionally, exhibitors are prohibited from posting signs relating to exhibits or any company activity outside the perimeter of the exhibitor's own booth.

When food and beverage are served in the exhibit area during lunch and breaks, exhibit personnel may participate but are expected to allow attendees to participate first.

6. EXHIBITOR GUEST POLICY

Guests of exhibitors should be included on the individual company's staff list. Charges for additional badges over the number included with the purchase of booth space will be assessed at €25.00 per badge. An exhibitor may not register as staff any person eligible for registration as an ESPES meeting attendee.

7. SUBLETTING OF SPACE

Exhibitors may not assign or apportion to others the whole or any part of the space allocated and may not display goods or services other than those manufactured or regularly distributed by the applicant(s).

8. CANCELLATION & REDUCTION/RELOCATION POLICY

Notification of cancellation or reduction of space must be in writing. If this agreement is canceled by the exhibitor for any reason or by Show Management because of Exhibitor's default or violation of this agreement, monies paid to ESPES/IPEG by the Exhibitor shall be retained as follows:

- » €100 per space if the application is canceled prior to **March 31, 2024**
- » €1,300 per space if the application is canceled before **April 30, 2024**
- » **NO REFUNDS** for any cancellations or reductions after **April 30, 2024**

9. BOOTH ASSIGNMENTS

All booth space will be assigned on a first-come, first-served basis.

10. SHOW MANAGEMENT

TBD

EMAIL: laure.mutter@ircad.fr

Rules & Regulations

1. EXHIBITOR PROGRAMS & PRESENTATIONS

Exhibitor presentations may take place during any hours the exhibit area is open to registrants.

Exhibitor programs or presentations must be confined to the exhibitor's assigned booth space. The sound intensity of such activities as determined by Show Management, must not interfere with the activities of neighboring exhibitors. Show Management reserves the right to determine at what point sound constitutes an interference with others and whether it must be discontinued.

Programs or presentations are to be straightforward in nature and must avoid the use of sideshows or theatrical gimmicks.

Videotapes and films may be shown provided that screens are placed in the rear of the booth to eliminate congestion in the aisles.

Any visual or other transmissions from off-site locations including tele-surgery require written permission from Show Management. Request forms for these educational events will be included in your exhibitor confirmation kit and must be completed and returned to the show office by **June 1, 2024** deadline.

2. DIRECT SALES ON EXHIBIT FLOOR

No direct sales are permitted on the exhibit floor excluding book sales. Orders may be taken and processed for delivery elsewhere, but product may not be conveyed in the exhibit area.

3. DISPLAY OF INVESTIGATIONAL PRODUCTS

All exhibitors must comply with FDA rules regarding display of investigational products. Display of any investigational products is not an endorsement by ESPES. To comply with the Food and Drug Administration's Guidelines on Notices of Availability, any investigational product exhibited or graphically depicted should:

- » Contain only objective statements about the product.
- » Contain no claims of safety effectiveness or reliability.
- » Contain no comparative claims to other marketed products.
- » Be displayed solely for the purpose of obtaining investigator responsibilities.
- » Display a statement: "Caution - Investigational Device - Limited to Investigational Use" (or similar statement) in prominent size and placement.

4. POLICY ON STANDARDS FOR INTEGRITY AND INDEPENDENCE IN ACCREDITED CONTINUING EDUCATION

As a sponsor of ACCME accredited activities, ESPES is committed to presenting CME activities that promote improvements or quality in healthcare and are independent

of the control of commercial interests. As part of this commitment, ESPES requires clear separation between exhibit/marketing/advertising activities and educational activities.

Exhibitors are requested to review the Standards for Integrity and Independence in Accredited Continuing Education

<https://eaccme.uems.eu/home.aspx>

and in particular:

STANDARD 4: Manage Commercial Support Appropriately:

Standard 4 applies only to accredited continuing education that receives financial or in-kind support from ineligible companies.

Accredited providers that choose to accept commercial support (defined as financial or in-kind support from ineligible companies) are responsible for ensuring that the education remains independent of the ineligible company and that the support does not result in commercial bias or commercial influence in the education. The support does not establish a financial relationship between the ineligible company and planners, faculty, and others in control of content of the education.

1. Decision-making and disbursement: The accredited provider must make all decisions regarding the receipt and disbursement of the commercial support.
 - a. Ineligible companies must not pay directly for any of the expenses related to the education or the learners.
 - b. The accredited provider may use commercial support to fund honoraria or travel expenses of planners, faculty, and others in control of content for those roles only.
 - c. The accredited provider must not use commercial support to pay for travel, lodging, honoraria, or personal expenses for individual learners or groups of learners in accredited education.
 - d. The accredited provider may use commercial support to defray or eliminate the cost of the education for all learners.
2. Agreement: The terms, conditions, and purposes of the commercial support must be documented in an agreement between the ineligible company and the accredited provider. The agreement must be executed prior to the start of the accredited education. An accredited provider can sign onto an existing agreement between an accredited provider and a commercial supporter by indicating its acceptance of the terms, conditions, and amount of commercial support it will receive.

Rules & Regulations

3. **Accountability:** The accredited provider must keep a record of the amount or kind of commercial support received and how it was used, and must produce that accounting, upon request, by the accrediting body or by the ineligible company that provided the commercial support.
4. **Disclosure to learners:** The accredited provider must disclose to the learners the name(s) of the ineligible company(ies) that gave the commercial support, and the nature of the support if it was in-kind, prior to the learners engaging in the education. Disclosure must not include the ineligible companies' corporate or product logos, trade names, or product group messages.

5. INSURANCE & LIABILITY

The Exhibitor assumes entire responsibility and liability for losses, damages, and claims arising out of injury to any person, or loss of, or damage to property when such loss, damage or injury is in any way connected Exhibitors shall indemnify and hold harmless ESPES, Show Management, their officers, directors, agents, members and employees and the designated convention facilities, their agents to the exhibitor's participation in the exhibition., and employees from any and all such losses damages and claims.

If any part of the exhibit area is damaged or destroyed in such a way as to prevent ESPES or Show Management from allowing an Exhibitor to occupy its assigned booth space during any portion of the exhibition or if same is prevented by strikes, Acts of God, national emergency, acts of terror, or other causes beyond the control of ESPES or Show Management, Exhibitors will be charged for space during the time it was, or could have been occupied; and Exhibitors hereby waive any claim against ESPES or Show Management, their members, directors, agents, or employees for losses or damages that may occur due to such inability to occupy assigned space.

6. PHOTOGRAPHY

An exhibit or its products may not be photographed or videotaped without the permission of the legitimate occupants of that booth. Show Management reserves the right to photograph exhibits for society purposes.

7. HOTEL RESERVATION POLICY

ESPES has reserved blocks of rooms at the following hotel:
» Les HARAS

Exhibitors are required to reserve rooms within the meeting room block and may book their hotel rooms directly with the hotel. Hotel reservation instructions will be included with your exhibitor confirmation kit.



ESPES 2024 Support

Marketing & Visibility Opportunities

DIAMOND CORPORATE VISIBILITY SPONSOR

€45,000

INCLUDES:

- » Four (4) exhibit 180x76 cm tabletop spaces or one (1) 10'x20' corner space in Exhibit Area
- » Two (2) pillar wraps or signs in the foyer space adjacent to the scientific sessions
- » Four (4) posts on ESPES social media platform leading up to the Annual Meeting (content provided by Sponsor, must meet ESPES specs)
- » Opportunity to host two (2) webinars (non-CME) to ESPES members within 12 months of Annual Meeting
- » Opportunity to distribute up to three (3) surveys to ESPES members within 12 months of Annual Meeting
- » Main ESPES Event - up to six (6) company staff invited

ACKNOWLEDGED AS A DIAMOND LEVEL SPONSOR IN:

- » Advance program (non-logo)
- » Final program (non-logo)
- » Meeting app (non-logo)
- » Signage at the meeting
- » Website and on ESPES Social Media accounts
- » Presidential Address
- » Signage for display in the sponsor's exhibit booth
- » Quick Shots Sessions (all three sessions)
- » Main ESPES Event
- » *Journal of Laparoscopic and Advanced Surgical Techniques*

PLATINUM CORPORATE VISIBILITY SPONSOR

€35,000

INCLUDES:

- » Two (2) 180x76 cm table-top spaces or one (1) 10'x10' corner space in Exhibit Area
- » One (1) pillar wrap or sign in the foyer space adjacent to the scientific sessions
- » Three (3) posts on ESPES social media platform leading up to the Annual Meeting (content provided by Sponsor, must meet ESPES specs)
- » Opportunity to host one (1) webinar (non-CME) to ESPES members within 12 months of Annual Meeting
- » Opportunity to distribute up to two (2) surveys to ESPES members within 12 months of Annual Meeting
- » Main ESPES Event - up to four (4) company staff invited

ESPES 2024 Support

ACKNOWLEDGED AS A PLATINUM LEVEL SPONSOR IN:

- » Advance program (non-logo)
- » Final program (non-logo)
- » Meeting app (non-logo)
- » Signage at the meeting
- » Website and on ESPES Social Media accounts
- » Presidential Address
- » Signage for display in the sponsor's exhibit booth
- » Quick Shots Sessions (choose two of three sessions)
- » Main ESPES Event
- » *Journal of Laparoscopic and Advanced Surgical Techniques*

Gold Corporate Visibility Sponsor

€25,000

INCLUDES:

- » Two (2) exhibit table-top spaces (180x76 cm)
- » Hotel Key Cards for ESPES registered attendees (production costs not included)
- » Three (3) posts on ESPES social media platform leading up to the Annual Meeting (content provided by Sponsor, must meet ESPES specs)
- » Opportunity to distribute one (1) survey to ESPES members within 12 months of Annual Meeting
- » Main ESPES Event - up to three (3) company staff invited

ACKNOWLEDGED AS A GOLD LEVEL SPONSOR IN:

- » Advance program (non-logo)
- » Final program (non-logo)
- » Meeting app (non-logo)
- » Signage at the meeting
- » Website
- » Presidential Address
- » Signage for display in the sponsor's exhibit booth
- » Quick Shots Sessions (choose one of three sessions)
- » Main ESPES Event
- » *Journal of Laparoscopic and Advanced Surgical Techniques*

ESPES 2024 Support

Silver Corporate Visibility Sponsor

€17,500

INCLUDES:

- » One (1) exhibit 180x76 cm table-top space
- » Two (2) posts on ESPES social media platform leading up to the Annual Meeting (content provided by Sponsor, must meet ESPES specs)
- » Opportunity to distribute one (1) survey to ESPES members within 12 months of Annual Meeting
- » Main ESPES Event - two (2) company staff invited

ACKNOWLEDGED AS A SILVER LEVEL SPONSOR IN:

- » Advance program (non-logo)
- » Final program (non-logo)
- » Meeting app (non-logo)
- » Signage at the meeting
- » Website
- » Quick Shots Session (choose one of three sessions)
- » Signage for display in the sponsor's exhibit booth
- » Main ESPES Event
- » *Journal of Laparoscopic and Advanced Surgical Techniques*

BRONZE CORPORATE VISIBILITY SPONSOR

€12,500

INCLUDES:

- » One (1) exhibit 180x76 cm table-top space
- » One (1) post on ESPES social media platform leading up to the Annual Meeting (content provided by Sponsor, must meet ESPES specs)
- » Main ESPES Event - one (1) company staff invited

ACKNOWLEDGED AS A BRONZE LEVEL SPONSOR IN:

- » Advance program (non-logo)
- » Final program (non-logo)
- » Meeting app (non-logo)
- » Signage at the meeting
- » Website and ESPES Social Media accounts
- » Presidential Address
- » Signage for display in the sponsor's exhibit booth
- » Main ESPES Event
- » *Journal of Laparoscopic and Advanced Surgical Techniques*

ESPES 2024 Support Opportunities

Visual Impact Opportunities

INDUSTRY SUPPORTED PRE-CONGRESS COURSES

ESPES ESSENTIALS MIS	€3,000
ESPES MASTERCLASS ROBOTICS	€5,000
ESPES MASTERCLASS UROLOGY	€1,500

INDUSTRY SUPPORTED SATELLITE SYMPOSIA €5,000

“Satellite Symposium” refers to any activity that is deemed educational in nature and is independently organized and offered by another organization. This includes, but is not limited to, any educational activity that carries continuing medical education credits not sponsored by ESPES CME accrediting body. Symposia Rooms will be scheduled on a first-come first-served basis, upon approval by ESPES. Companies wishing to host a satellite symposium must complete an application form. ESPES will promote the event to members and registered attendees of the Annual Meeting. Symposia fee does not include Food & Beverage costs if symposium is scheduled during a meal break and sponsors wishes to provide Food & Beverage. For more information and to receive an application form, please contact espescongress2024@gmail.com (congress Chairman)

SIGNAGE €3,000 + PRODUCTION

Your company branding and message will be prominently displayed in the foyer space throughout the course of the meeting. All artwork must be approved by ESPES Management prior to production.

EXHIBIT BOOTH SPACE €2,000/SPACE

The ESPES Meeting will feature an exhibit area with 6' table top spaces. Each booth includes 6' draped table, two (2) chairs, one (1) wastebasket, and one (1) identification sign. Daily refreshment breaks, lunches, and Welcome Reception will all be held in the Exhibit Area.

For more information about supporting the ESPES congress, please contact espescongress2024@gmail.com (ESPES Chairman)

Exhibitor Application Form

ESPES 2024 • September 18-20, 2024 • IRCAD Center, Strasbourg

We, the undersigned, apply for technical exhibit space at ESPES 2024, to be held on September 18-20, 2024 at the IRCAD Center, Strasbourg, France. We accept the conditions, rules, regulations, terms and policies printed in the Exhibitor Prospectus, which form part of this agreement.

EXHIBITOR INFORMATION

Please indicate company information exactly as it should appear in all official publications

COMPANY NAME

ADDRESS

CITY

STATE

ZIP

PHONE

FAX

EMAIL

CONTACT INFORMATION

PRE-SHOW CONTACT

PHONE

FAX

EMAIL

ONSITE CONTACT

TWITTER HANDLE

PHONE

FAX

EMAIL

EXHIBIT RESERVATION

Included in your exhibit fee are one (1) 6-foot (2 meters) space, two (2) side chairs, one (1) wastebasket and (1) one-line identification sign (company name and booth number). Additional items may be purchased in your Exhibitor Confirmation Kit that will be sent to you. Please confirm your needs by selecting a choice below:

Yes, please reserve _____ exhibit space(s) at €2,000 per space = **Total Cost: €** _____

We prefer not to be in proximity to the following exhibitors (please list no more than two): _____

Signature: _____

Date: _____

Your signature on this application indicates that you understand and agree to comply with all the policies, rules, regulations, terms, and conditions contained in the ESPES 2024 Exhibitor Prospectus and Exhibitor Confirmation Kit and have read the rules and agree to distribute them to those involved with your exhibit.

PAYMENT SCHEDULE **Deposit of 50% is due upon receipt of application. Balance is due by June 1, 2024.**

Total booth price due with applications submitted after April 1, 2023.

Credit Card Payment (Visa, MasterCard, AMEX) CC#: _____ Exp.: _____

Cardholder's Name: _____ Cardholder's Signature: _____

Deposit 50% € _____ or Payment in Full € _____

Check Enclosed Please make check payable to ESPES

Deposit 50% € _____ or Payment in Full € _____

Wire transfer

Digita qui il testo

For details and for wire transfer information please contact:

espescongress2024@gmail.com (Congress Chairman)