INTERNATIONAL CONGRESS OF CLINICAL NEUROPHYSIOLOGY (ICCN) RULES AND REGULATIONS

ELIGIBILITY FOR EXHIBITING
The purpose of the ICCN exhibit program is to further the education of physicians working in the field of neurophysiology. Exhibits must be of an educational character and must emphasize instruments, products, or services for use in teaching or research. Books or other publications in fields of relevance to the professional interests of the Federation’s members and meeting registrants are also considered acceptable. Exhibiting companies are subject to approval by the International Congress of Clinical Neurophysiology. ICCN reserves the right to refuse applications not meeting standards required or expected, as well as the right to curtail or close exhibits or parts of exhibits that reflect unfavorably on the character of the meeting. This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc.

ICCN Exhibitors agree to abide by the contract conditions published herein, on the ICCN website, and as stipulated by Palexpo. Exhibitors accept responsibility for informing their employees and agents of these conditions and agree to abide as well.

The International Congress of Clinical Neurophysiology will follow recommendations issued by the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and country and local health authorities when establishing meeting protocols. If any requirements impact the ICCN Rules and Regulations, the primary point of contact of each exhibiting organization will be notified.

EXHIBIT SPACE ASSIGNMENTS
Space assignments are sold on a first-come, first-serve basis based on availability. A signed contract is required. ICCN reserves the right to alter a space assignment if deemed necessary. Applications are subject to the approval of ICCN and its representatives.

PAYMENT DEADLINES
A 50% deposit of the total cost must accompany a completed Exhibit Space Application if received before July 3, 2022. Applications received after this date require 100% payment in full.

PALEXPO REQUIREMENTS
Exhibitors are required to follow all rules as noted here in the Palexpo regulations.

CANCELLATION AND REFUNDS
Requests for cancellation of reserved exhibit space must be made via email. Written cancellation requests received on or before August 3, 2022, will receive a full refund, less a 25% administrative fee. Cancellations received on or after August 4, 2022, will forfeit the entire cost of the cancelled exhibit.

CONDUCT OF EXHIBITS
The following practices are prohibited by exhibitors: 1) noisy electrical or mechanical apparatus interfering with other exhibitors; 2) operation of X-ray equipment; 3) canvassing or distributing any material outside the Exhibitor’s own space; 4) subleasing or sharing of exhibit space; 5) advertisements and/or display of signs outside the exhibit booth/stand; 6) soliciting participation in surveys or otherwise harassing registrants; 7) publicizing and/or maintaining any extracurricular activities, inducements, demonstrations, or displays away from the exhibit area during the meeting and exhibit hours; 8) the wearing of unofficial badges, company name plates, etc.; 9) photographing or examining another Exhibitor’s equipment without permission; 10) the playing of copyrighted music without the proper licensing; 11) Use of live animals.

The use of open audio systems is discouraged. Requests to use an open audio system must be approved in advance, and the Exhibitor must agree to discontinue its use if the sound level is deemed to be objectionable to the registrants or adjacent Exhibitors.
INSURANCE
Exhibitors utilizing independent contractors must provide Show Management with a certificate of insurance of not less than $1,000,000 by August 1, 2022. All certificates of insurance must name the International Federation of Clinical Neurophysiology as an additional insured. Exhibitors must operate and maintain their exhibit so that no injury will result to any person or property. Every reasonable precaution is taken to safeguard and protect the Exhibitors’ property while at the exhibition. Exhibitors are encouraged to take out a rider available at a nominal cost on their own insurance policy. This will protect them against loss through theft, fire, damage, etc. for their merchandise and displays while in transit and while at the exhibition.

LIABILITY
Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and hold the International Federation of Clinical Neurophysiology and Palexpo and its employees and agents harmless against all claims, losses, and damages to persons or property, government charges or fines, and attorneys’ fees arising out of or caused by Exhibitor’s installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof, excluding any such liability caused by the negligence of the Center, its employees and agents. In addition, the Exhibitor acknowledges that IFCN and Palexpo do not maintain insurance covering Exhibitor’s property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by the Exhibitor. If the event fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by demonstration, reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any government agency or by IFCN or for any other reason, this exhibit space application/contract may be terminated. In the event of termination, the Exhibitor waives all damages and claims for damages and agrees that the sole liability of IFCN shall be to return Exhibitor space payments less the prorated share of all costs and expenses incurred.

THIRD-PARTY CONTRACTORS (Exhibitor Appointed Contractor)
Exhibiting companies wishing to utilize the services of third-party contractors must notify Show Management and ICCN’s official General Service Contractor (GSC) with the appropriate forms (found in the Exhibitor Service Manual) and return to Show Management and GSC by July 3, 2022. If Show Management and GSC do not receive this form by the deadline, it will be assumed that your company will use the services of the GSC. All exhibitors or appointed representatives are responsible for their paperwork. If exhibitors choose to use vendors other than the official vendors listed in the Exhibitor Service Manual and the General Service Contractor, it is the exhibitor's responsibility to remind all non-official contractors that there is NO SOLICITATION allowed in the exhibit hall or meeting rooms of the Center/Hotel during the ICCN Congress.

REGISTRATION
Each person attending the exhibit will be required to register and wear an appropriate badge.

Rules and regulations are subject to change.