

## Terms and Conditions

2020 Cognitive Computational Neuroscience Conference, August 21 - 24, 2020, San Francisco, California.

**CHARACTER OF THE EXHIBITION:** CCN and/or its designated agent reserves the right to determine the eligibility of any company, product or service and the right to restrict, prohibit or evict any Exhibitor or product which detracts from the character of the Exhibition or for any violation of the following Terms and Conditions.

**LOCATION/DATES:** The 2020 Cognitive Computational Neuroscience Conference will be August 21 - 24, 2020, at the Hyatt Regency in San Francisco, California.

### Show Hours:

09:00 - 17:00 Saturday, August 22, 2020

09:00 - 17:00 Sunday, August 23, 2020

09:00 - 17:00 Monday, August 24, 2020

The meeting management reserves the right to make changes in the Exhibit hours. However, such changes will be made known as far in advance of the Exhibition as possible.

**INSTALLATION AND DISMANTLING:** Spaces will be accessible to Exhibitors for setting up displays on Friday, August 21, 2020, from 07:00 to 12:00. Packing and removal will be on Monday, August 24, 2020, from 17:00 to 20:00. Packing and removal of Exhibits prior to the close of the Exhibition is prohibited. Exhibitors shall be liable for all storage and handling charges for failure to remove Exhibits by the specified time and date.

**TABLE SIZE/FEE/EQUIPMENT:** A full exhibit area is a tabletop (6ft x 2.5ft) and two chairs at a cost of \$500 USD. Failure to make final payment before the conference constitutes a cancellation of this contract. See Cancellations section of the Terms and Conditions for details. Standard equipment entitlements include organization name on provided nameplate, organization listing and a description per exhibitor in the on-site directory and on the Symposium web site, and two exhibitor passes. Any additional equipment requirements may be acquired through show service vendors identified in the Service Manual or the Venue.

**AUDIO/VISUAL:** Exhibitors are allowed to bring in their own audio visual equipment to use in at their tables; however, show service personnel are not responsible for maintenance of such equipment. All A/V equipment leased through show services must be reserved via the Service Manual forms or through the in-house AV. Any A/V should not interfere with the quality of the conference.

**SPACE ASSIGNMENTS:** Space assignments are made by Show Management on a first-come, first-served basis, with all assignments made in the best interest of the Exhibition. The Exhibitor's tabletop location preference will be requested and assigned whenever possible. Show Management reserves the right to alter an Exhibitor's assigned space, if it is necessary and is in the best interest of the Exhibition. The Exhibitor will be consulted before Show Management exercises this right.

**SUBLETTING OF SPACE:** The Exhibitor shall not assign, sublet or apportion the whole or any part of the space assigned or have representatives, equipment or materials from other firms than his own in the

exhibit space without written consent of symposium organizers. Only one company shall be considered as the Exhibitor. Any other company or unit in the space shall be considered a subsidiary or affiliate.

**GENERAL REGULATIONS:** Loudspeaker sound displays are prohibited. The symposium staff reserves the right to refuse any display items and/or exhibit not in good taste or inconsistent with a meeting of this kind.

**SAFETY CONSIDERATIONS:** All exhibit and space materials must follow local fire and hazardous materials handling ordinances. Volatile oils, gases, other explosives or any substance prohibited by the city departments or authorities will not be permitted in the exhibition area. Likewise, all electrical work and wiring must be approved and installed in accordance with regulations.

Corridors leading to exit doors and all entrance and exit doors should always be kept clear of obstructions. No objects are to be attached to or suspended from the fire sprinklers or light fixtures on the ceiling. Under no circumstances should the fire alarm call points, fire hose reels, fire extinguishers and exits be blocked or access to them be impeded by exhibition booths, partitions, exhibits or other objects.

**OFFICIAL CONTRACTOR:** An official Contractor will be designated in the Service Manual to perform services for Exhibitors. If no official Contractor is provided by the conference, the Exhibitor may use their own Contractor with approval from the conference organizer. No Exhibitor or representative shall contract for such services with other than the said official Contractor without the express written consent of symposium organizers, which, for reasons of security, in their sole discretion can deny such permission.

**ON-SITE REPRESENTATIVE:** Exhibitors shall keep an attendant in their space during all exhibit hours.

**SECURITY/LIABILITY:** The Exhibitor assumes entire responsibility and agrees to protect, indemnify, and defend CCN, symposium sponsors and their employees and agents, harmless against all claims, losses and damages to persons or property, governmental charges or fines, and attorney's fees arising out of or caused by exhibitor installation, removal, maintenance, occupancy or use of exhibit premises or a part thereof, excluding any such liability caused by the sole negligence of symposium organizers, its employees and agents. In addition, Exhibitors acknowledge that the show services contractors and CCN do not maintain insurance covering exhibit property and that it is the responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses sustained through exhibition.

**FACILITY DAMAGE:** Exhibitors, or their agents, must not injure or deface the walls or floors of the building, the spaces, or the equipment in the spaces. When such damage occurs, the Exhibitor is liable to the owner of the property so damaged.

**CANCELLATION:** If space contracted is canceled by the Exhibitor on or after April 17, 2020, or if the Exhibitor fails to occupy the space contracted, CCN is entitled to 50% of the amount of the space rental.

**AMENDMENT TO EXHIBITOR AGREEMENT:** Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the discretion of the Symposium organizers and Show Management.

**INABILITY TO PERFORM:** If CCN should be prevented from holding the exposition by any cause beyond its control or if it cannot permit the Exhibitor to occupy his space due to circumstances beyond its control, CCN will refund to the Exhibitor the amount of the rental paid and CCN shall have no further obligation or liability to the Exhibitor.

**SALES PROMOTIONS AND DRAWINGS:** All promotions conducted by the Exhibitor must be free of obligation on the part of the winner and participants. All promotions and drawings must be approved by Symposium organizers prior to the opening of the event.

**PARTNER AND GRANTOR ENTITLEMENTS:** Completion of the support and grants portion of the Application Form is a commitment to support. Full payment must be received before the start of the conference or the contract will be considered null and void and all promotional entitlements will be withdrawn. CCN, at its discretion, may make reasonable changes, amendments or additions to entitlements. To be included in the Symposium On-Site program, as a Platinum, Gold, Silver, or Bronze partner, Show Management must receive the contributor's applicable payment by July 17, 2020. Missed deadlines are not remunerable by CCN 2020.

**COMPLIANCE WITH TERMS AND CONDITIONS:** Symposium organizers, at their discretion, may make reasonable changes, amendments or additions to these Terms and Conditions. Interpretations of these Terms and Conditions shall rest with show management and non-compliance can result in ejection of the offending Exhibitor or closing of the Exhibit.