



General Business Conditions for Exhibitors / Sponsors

The **Standardized Patients and Simulation** association (SPSIM) organizes an International Conference called SPSIM 2017, hosted in Bern from March 16th to 18th, 2017. The goal of the conference is to promote the use of Standardized Patients and Simulation in undergraduate and postgraduate education of Healthcare Professionals. Part of the conference is an exhibition for manufacturers/vendors of simulators and service providers in this field as well as sponsors sharing the conference goals.

The following terms and conditions shall apply for exhibitors and sponsors at the SPSIM 2017 conference:

1. Conclusion of a contract

By submitting the enclosed, completed and signed form, the exhibitor/sponsor enters into a contract with the organizers of SPSIM 2017, commissioning the agreed upon services and taking note of the fees.

2. Exhibition

By signing the contract, the exhibitors and sponsors accept the security regulations of the organizers of SPSIM 2017 and the University of Bern. Only the agreed upon area may be used. The organizers must be informed in time in case of additional requirements. All additional services must be agreed upon in writing. Corridors, escape paths, emergency lights and fire extinguishers may not be occupied, covered, or moved. Floors and walls have to be treated with care and be left in an orderly state. The exhibitor/sponsor is accountable for any damage caused by his collaborators.

3. Installation and break down

The exhibitor/sponsor has to install and break down his booth at the agreed upon time and to return the provided furniture. Dirty or damaged furniture will be cleaned or repaired respectively at the expenses of the exhibitor/sponsor.

4. Surveillance

The organizers provide no surveillance for the booth. The exhibitor/sponsor is responsible for the surveillance of his booth. This applies also for the time of installation and break down.

5. Advertisement

Print ready files meeting the responsible print shop's requirements have to be provided to the organizers in time.

6. Payment

An invoice is sent immediately after the reception of the confirmation. It is payable within 30 days.

7. Conditions of cancellation

In case of cancellation 4 weeks prior to the conference, the organizers will charge the exhibitor/sponsor 50% of the contracted fee. In case of cancellation less than 4 weeks prior to the conference or non-appearance, the full contracted fee will be charged.