



# **ERPUG 2024**

## **Exhibitor Information & Agreement**

### **MediaPark, KOMED-Saal, Cologne, Germany,**

### **October 16-18, 2024.**

#### **Exhibit Booth Information**

Each exhibit space is a minimum of 1,5 m wide and 1.5m deep.

The fee for the space is € 2,200.

The exhibit booth fee includes two individual registrations to the meeting. Cost for additional exhibitor representatives will be at the regular registration fee of €500.

An exhibit space includes a minimum of: a high a chair and power outlets.

#### **Exhibit Rules and Regulations**

These rules and regulations are established for the mutual protection of the exhibitors and ERPUG. It is the responsibility of the exhibitor firm to be fully familiar with these regulations and to see that each member of the firm attending the meeting is also familiar with the regulations.

##### **1. Agreement for Space**

The registration for exhibit space, upon acceptance by ERPUG, assignment of space, and full payment constitute an agreement for rental of the space assigned.

##### **2. Payment for Space**

Registrations must be accompanied by the full payment.

ERPUG reserves the right to delay space reservations if the full payment is not received with registration.

##### **3. Cancellation or Withdrawal**

Upon giving written notice, the exhibitor may cancel or withdraw from exhibiting at the ERPUG. **Cancelations must be received latest August 15, 2024, for a refund to be issued.**

##### **4. Allocation of Space**

Spaces will be available on a preselect list for our Gold sponsors and after that on a first-come, first-served basis. The ERPUG Steering Committee reserves the right to achieve a balance of exhibitor types and to assist with space location of exhibitors.

##### **5. Dates and Times for occupancy of space**

Setup begins Wednesday, October 16<sup>th</sup>, 2023, at 10.00 a.m. Im Mediapark 50670, Cologne, Germany. Dismantle begins Friday, October 18<sup>th</sup> at earliest 12:00 p.m. and must be complete by 15:00 p.m. that same day. Exhibitors will be notified of any changes in the time schedule.

##### **6. Sending material**

Mark the material ERPUG 2024

**KOMED im MediaPark GmbH**

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##### **7. Use of Space**

All demonstrations or other activities must be confined to the limits of the exhibit space.

Displays shall not be placed in such manner as to interfere with other exhibitors.

No exhibitor shall assign, sublet, or share exhibit space.

Two companies of separate ownership may not exhibit within the same exhibit space.

##### **8. Picture Projection and Sound**

Showing of projected pictures will only be permitted within the confines of exhibit space.

Exhibitors operating sound reproducing equipment will be expected to keep the sound at a reasonable volume to avoid disturbing or interfering with other exhibitors.