



ASGCT 26th Annual Meeting

Sponsor and Advertiser Terms and Conditions

- A. ASGCT is driven to provide the highest quality Annual Meeting possible. The term “Show Management” used herein and in subsequent regulations shall mean the American Society of Gene and Cell Therapy (ASGCT), its vendors or employees acting for it, and the management of sponsorships and advertisements. The term “Supporter” used herein and in subsequent conditions shall mean the company signing this Sponsor and Advertiser Agreement.
- B. The individual executing this Sponsor and Advertiser Agreement warrants that he/she/they has the authority to bind contractually the organization applying for the selected item(s).
- C. Selections are not *guaranteed* until the application is confirmed and full payment is received. Show Management will confirm your selections within 3-5 business days after the application is submitted and reviewed.
- D. Supporters must pay the total balance by the date stated on the invoice. Full payments for all Annual Meeting support items (sponsorships, advertisements, and exhibit booth space) must be received by March 1, 2023. If outstanding balances are not received by this date, ASGCT reserves the right to cancel the items without terminating the supporter’s obligation to pay.
- E. Sponsorship and advertisement items are non-refundable.
- F. In the event of cancellation of the ASGCT Annual Meeting as a result of acts of God, war, terrorism, disaster, pandemic, governmental regulations, power or internet outages, strikes, or other causes that would prevent its scheduled opening or continuance, this agreement will be terminated immediately. The supporter hereby waives all claims against the ASGCT for damages, reimbursement, refund, or compensation. ASGCT shall not be financially liable in the event the show is interrupted, cancelled, moved, or rescheduled.
- G. Sponsorship and advertising items are subject to change. All advertisements and graphics must be approved by ASGCT prior to printing. ASGCT adheres to a right of first refusal process for organizations who have supported certain exclusive programs or activities the previous year. This process does not guarantee that prices or logistics will remain the same as the previous year.
- H. All benefits and recognition may be subject to production deadlines, which will be outlined in the fulfillment details sent with or after confirmation. Failure to return deliverables by the stated deadlines may result in loss of benefits or recognition. The supporter agrees that no refund will be given for the loss of benefits or recognition due to missed deadlines.
- I. If an Industry Sponsored Symposium or Exhibitor Showcase presentation was purchased, ASGCT cannot guarantee the success of your participation and lead generation. Supporters must comply with all applicable laws and regulations regarding collecting, storing, sharing, and use of personal information made by meeting attendees. Supporters must make it clear to attendees attending its sessions that any badges scanned, or business cards received, will be collected, stored, and shared,

as applicable.

- J. If a Tools and Technology Forum or Startup Spotlight presentation was purchased, ASGCT cannot guarantee the success of your participation and lead generation. The supporter understands that ASGCT prohibits the scanning of badges at the entry of these session rooms.
- K. Show Management shall have no liability for its failure or inability to comply with the supporter's requests, and the supporter shall have no right to cancel this agreement because of Show Management's failure to comply with the supporter's requests.
- L. ASGCT is committed to providing a discrimination, harassment, and retaliation-free environment for all participants in Society events. All attendees and participants must conduct themselves in a respectful and professional manner throughout the event and adhere to the Discrimination & Harassment Policy as posted on www.asgct.org.
- M. ASGCT is following health and safety guidance from local, state, and national authorities. ASGCT is implementing health and safety measures as directed by the Los Angeles Convention Center, city of Los Angeles, and the CDC. Please reference the ASGCT Health & Safety Page for more details and attendee requirements.

The ASGCT logo is the property of ASGCT and may not be used without permission from Show Management.

- N. Understand and agree to abide by all terms and conditions governing this agreement.
- O. Show Management has full power to add, interpret, amend, and enforce these terms and conditions, provided sponsors/advertisers receive notice of any amendments made. The sponsor/advertiser agrees to abide by foregoing terms and conditions and any new amendments.

ASGCT 26th Annual Meeting Meeting Room Rental Terms and Conditions

- A. Participation in the Exhibit Hall Meeting Room Rentals are only available to confirmed exhibitors of the ASGCT Annual Meeting.
- B. Rooms are limited and are assigned on a first-come, first-served basis. Rooms will only be reserved once full payment has been received.
- C. All booth fees related to ASGCT Annual Meeting must be paid in full before a room is assigned.
- D. Cancellation of exhibit space will forfeit the exhibitor's ICW meeting space.
- E. The date and time booked must include the meeting and any set up or tear-down. Exhibitors will not be permitted to enter the space earlier or later than the scheduled time. If the exhibitor goes over the allotted time, they may be subject to a \$100 per hour late fee.

- F. Product displays are not permitted within the meeting rooms unless prior written approval has been provided by ASGCT. Pull up banners and signage provided by the exhibitor is allowed within the meeting room space. No additional signage, other than the identification sign created by ASGCT, can be placed outside the meeting room.
- G. 100% of the meeting room fee is required with the contract or within 10 business days upon receipt of the meeting room invoice. Meeting rooms will not be assigned until payment has been received.
- H. All cancellations must be made in writing to ASGCT at exhibits@asgct.org. The group will be liable for 100% of the cost of the contracted meeting space once a contract has been received by ASGCT. The group will also be liable for any cancellation fees incurred from vendors.
- I. Lost keys or keys not returned to Show Management by the deadline provided in the exhibitor's confirmation letter will be charged an additional \$200 per key.
- J. As these meeting rooms are within the Los Angeles Convention Center, all individuals accessing your rental space must be registered to attend the Annual Meeting.
- K. The exhibitor is responsible for obtaining or providing services such as: food and beverage, water, telephone, electrical, Internet, and audio visual. They will receive a detailed list of vendors once the room assignment is confirmed. Please contact the vendors directly to discuss the requirements. Billing must be arranged directly with each vendor; failure to do so may result in a loss of services.
- L. All Convention Center Meeting Rooms will automatically be set-up in conference style with 20 chairs. If changes to the Convention Center Meeting Rooms are needed, the supporter will incur a \$500 room change/administration fee from ASGCT. All requests must but be sent to exhibits@asgct.org by April 21, 2023. Day-of changes to the room are not possible.

ASGCT 26th Annual Meeting Career Fair Terms and Conditions

- A. Participation in the Career Fair tables is only available to confirmed exhibitors of the ASGCT Annual Meeting.
- B. Career Fair tables are limited and are assigned on a first-come, first-served basis. Tables will only be reserved once full payment has been received.
- C. All Career Fair fees related to ASGCT Annual Meeting must be paid in full before a table is assigned.
- D. No retail sales are to be conducted at the Career Fair. Participants must not complete sales by receiving payment or delivering their products.
- E. 100% of the Career Fair table fee is required with the contract or within 10 business days upon receipt of the Career Fair table invoice. Tables will not be assigned until payment has been received.

- F. All cancellations must be made in writing to ASGCT at exhibits@asgct.org. If cancelled, there is a no-refund policy. ASGCT holds all payments.

Questions regarding these terms and conditions can be addressed to exhibits@asgct.org.