13th World Congress of Cosmetic Dermatology

Sponsored by the International Academy of Cosmetic Dermatology (IACD)

Dubrovnik
Croatia
28th June - 1st July 2018

www.wcocddubrovnik2018.org

Sponsorship & Exhibition Manual
# TABLE OF CONTENTS

**Presentation of the Congress**
- Invitation by the Congress Presidents .......................................................... 5
- Addresses and Contact Details ........................................................................ 6

**Sponsorship Programme Introduction** ............................................................ 7
- Sponsorship Packages .................................................................................. 8
- Exhibition ...................................................................................................... 9
- Satellite Symposium ...................................................................................... 11
- Advertising .................................................................................................. 12
- Other Sponsored Items ................................................................................. 13

**General Terms and Conditions** .................................................................... 14

**About Dubrovnik** ......................................................................................... 20
Dear colleagues, dear friends,

It is our great pleasure to welcome you in the beautiful city of Dubrovnik for the 13th World Congress of Cosmetic Dermatology sponsored by the International Academy of Cosmetic Dermatology. The appointment and honor to organize World Congress in 2018 is given to Croatian Dermatovenereological Society, Referral Center for Corrective Dermatology of the Ministry of Health of the Republic of Croatia, Department of Dermatology and Venereology, University Hospital Center Zagreb, University of Zagreb School of Medicine. We will do our best to provide a scientific program that will cover the latest development in different aspects of cosmetic dermatology. Current state-of-the-art knowledge will be presented by internationally recognized speakers through lectures, workshops and symposia. We would also like to encourage residents, future of dermatology, to present their work along with the opportunity to expand their knowledge. Aside from the scientific program, participants will be able to enjoy the beauty of Dubrovnik, world known pearl of Adriatic coast, situated in the southern part of Croatia. With its historical, architectural and cultural heritage, dating from 6th century, Dubrovnik was added to the UNESCO World Heritage List in 1979. We are looking forward to welcoming you in summer 2018 to the World Congress of Cosmetic Dermatology in Dubrovnik.

With warm regards

Branka Marinović and Zrinka Bukvić Mokos

Congress Presidents
ADDRESSES AND CONTACT DETAILS

OFFICIAL CONGRESS WEB SITE

www.wcocdubrovnik2018.org

CONGRESS VENUE

Hotel Lacroma Dubrovnik
Ul. Iva Dulčića 34
20000 Dubrovnik
Croatia

PROFESSIONAL CONGRESS ORGANIZER

SPEKTAR PUTOVANJA
Andrije Hebranga 34
HR-10 000 Zagreb, Croatia (Hrvatska)
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CONGRESS PRESIDENTS

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SPONSORSHIP PROGRAM INTRODUCTION

Whether you are selling, promoting your company, establishing your corporate message, researching the market or introducing new products, take advantage of the unique exhibition and sponsorship opportunities during the 13th World Congress of Cosmetic Dermatology, Dubrovnik, Croatia. The various sponsorship options are listed in the following pages in which potential sponsors can select different items up to the amount of the financial support they can offer. Companies can sponsor an element individually or where possible, acceptable to all and appropriate in combination with another sponsor. If a company is then interested in becoming a sponsor of the 13th World Congress of Cosmetic Dermatology, the order form enclosed at the end of this document should be returned as soon as possible. All applications for exhibition space or sponsorship will be treated on “first come, first served” basis.

APPLICATION & PAYMENT POLICY

The application for sponsorship and exhibition should be sent to the contractor by mail or fax (the application forms are enclosed in this manual). Once the application has been approved by the contractor you will be sent an invoice for the full amount. 50% of the invoiced amount is then to be settled immediately as a deposit. The remaining 50% is to be settled by June 1, 2018 at the latest. For the applications received after that date a full payment is required within 3 working days subject to availability. Non-payment by this stated deadline will lead to the cancellation of the right to use the booth or other service, without reimbursement of the deposit paid. Payment can be made by bank transfer only.

METHODS OF PAYMENT

By bank transfer
The bank transfer payment should be made payable to Spektar Putovanja d.o.o. The company’s full name and the Reference number 001/003/2018 should be included with the payment.

Account information for payment in EURO:
Spektar Putovanja d.o.o.
Bank name: Zagrebačka Banka d.d.
Paromlinska 2, 10 000 Zagreb, Croatia
IBAN: HR1323600001500395457
SWIFT: ZABAHR2X
Reference number: 001/003/2018

Account information for payment in KUNA:
Spektar Putovanja d.o.o.
Bank name: Zagrebačka Banka d.d.
Paromlinska 2, 10 000 Zagreb, Croatia
Account number: HR3923600001101441264
Reference number: 001/003/2017

By credit card
The payments made by company credit card will be in local currency kuna and the EURO fee amount will be calculated according to the valid exchange rate on the day of the payment. The authorization form has to be signed and forwarded with your contract.
HOW TO CONTRIBUTE

There are many ways to contribute:

1. Sponsorship packages:
   • Platinum sponsor
   • Gold sponsor
   • Silver sponsor
   • Bronze sponsor
2. Exhibition: space or booth
3. Satellite symposium
4. Social events & catering
5. Advertising
6. Other sponsored items

1. SPONSORSHIP PACKAGES

PLATINUM SPONSOR ......................................................... 20.000,00 EUR / 120.000,00 KN (VAT not included)
Main sponsor package includes:
• Satellite symposium of 45 min.
• Exhibition space: 4m²
• Advertising: 3 advertisements in Final program
• 3 promotional inserts in congress bags
• Audio-Video Advertising
• 4 gratis registration fees for company guests
• Company logo at congress bags and accreditation straps
• Company logo with the hyperlink on the official congress website

Platinum sponsor obligations:
• To provide congress bags for all participants
• To print the name of the congress and main sponsor logo at congress bags
• To provide accreditation straps with their logo

GOLD SPONSOR ................................................................. 16.500,00 eur / 100.000,00 kn (VAT not included)
Gold sponsor package includes:
• Satellite symposium of 30 min.
• Exhibition space: 4m²
• Advertising: 2 advertisements in Final program
• 2 promotional inserts in congress bags
• Audio-Video advertising
• 3 gratis registration fees for company guests
• Company logo with the hyperlink on the official congress website
SILVER SPONSOR ........................................................................................................ 13.500,00 eur / 80.000,00 kn (VAT not included)
Silver sponsor package includes:
  • Satellite symposium of 15 min.
  • Exhibition space: 4m²
  • Advertising: 1 advertisement in Final program
  • 1 promotional insert in congress bags
  • 2 gratis registration fees for company guests
  • Audio-Video advertising
  • Company logo with the hyperlink on the official congress website

BRONZE SPONSOR ........................................................................................................ 10.000,00 eur / 60.000,00 kn (VAT not included)
Bronze sponsor package includes:
  • Satellite symposium of 15 min.
  • Advertising: 1 advertisement in Final program
  • 1 promotional insert in Congress bags
  • 2 gratis registration fees for company guests
  • Company logo with the hyperlink on the official congress website

2. EXHIBITION

The Exhibition
13th World Congress od Cosmetic Dermatology will be held at Hotel Lacroma from June 28 to July 1, 2018. This Congress will be a unique opportunity for exhibitors to display their new products, equipment and techniques. The exhibition will be situated close to the conference halls and poster areas.

Exhibitor registration
All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name and representative person. Each exhibiting company will receive 1 badge for free with the company name. Any additional badge can be purchased at a fee of 150 Euro (25% of VAT included) per badge. The exhibitor badge authorizes access to the exhibition hall, welcome cocktail and the industry’s satellite symposia, but does not authorize the entrance to the scientific activities and functions of the symposium, or access to the other benefits offered to the registered delegates. Exhibitor’s badges can be collected by an authorized person of the company’s staff at the Registration Desk. All exhibitors need to wear the badge during the Congress (badge of the company is authorized, but in addition).

Exhibition Rates
Exhibition spaces will be available either as standard packages or just as a floor space – minimum 4m² (2m length x 2m deep). To guarantee an optimal contact between exhibitors and potential customers during the Congress the coffee breaks will be held in exhibition area. The basic unit is 4m² (2 m length x 2 m deep) The costs for these alternatives are as follows:
Package A
Exhibition floor space
Floor spaces ........................................................................................................ € 680,00  x 1m² (vat not incl.) – minimum 4m²
Package A includes:
• 2 electrical points (electric outlet and/or lighting)
• Voltage: 220V 50Hz max 2kW
• 1 waste basket

Package B
Floor space + Booth build-up:
Floor spaces ...................................................................................................... € 680,00   x1m² (vat not incl.) – minimum 6m²
Standard booth build-up of 6m² ................................................................................ € 400,00  x booth of 6m² ( vat not incl.)
Standard booth build up of 9m² ................................................................................... €650,00 x booth of 9m² (vat not incl.)
Package B includes:
• Floor space & Booth
• 2 electrical points (electric outlet and/or lighting) voltage:220V 50Hz max 2kW
• 1 waste basket
• Build-up and dismantling of the booth shell

All additional services such as partition walls, carpet, furniture or extra electricity etc. may be arranged and ordered at extra cost.

Package B of 6m²: floor space + Booth build –up
Booth Allocation
Detailed exhibition layout will not be provided until early 2018. Any booths booked before this date, will be allocated by the organizer, respecting the order of arrival and the exhibitor’s preferences from the order form. From January 2018 exhibition floor plans will be published and updated on the Symposium website, indicating both booth positions already booked and those still available. Official Contractor reserves the right to change if deemed advisable, the location, importance and layout of the surfaces confirmed to the exhibitor. Confirmed surfaces may also be released without prior notification if the exhibitor fails to balance any invoice in due time.

Cancellation policy
Cancellation must be made in writing to the contractor and the following cancellation rules apply:

- The organizer shall retain 50% after the contract is signed and confirmed.
- The organizer shall retain 100% after March 1st, 2018.

3. SATELLITE SYMPOSIUM

It is anticipated that a number of opportunities will be available for companies to organize Satellite Symposia to run in conjunction with the Congress. The sponsoring company is responsible for the selection and invitation of the speakers and chairpersons in the Symposium and covering their registration fees, travel and accommodation expenses.

The duration is of 15 to 90 minutes and the price includes the following services:

- The lecture hall at the Congress Venue
- Standard audio-visual equipment (LCD projector, microphones, screen)
- A hostess at the entrance
- Access to the speakers’ preview-room
- Publication of the sponsor’s name, Symposium title, schedule and program in the Congress Final Program
- The option to insert the invitation cards related to the Symposium into Congress bags

Rules for Satellite Symposia
Companies may be allowed to distribute flyers and other documents advertising their Satellite Symposium prior to the meeting to potential attendees using the Congress logo (see special rules about the use of the Congress logo). Documents may also be distributed on site but only within the limits of the exhibition stand of the company holding the advertised Satellite Symposium. It is strictly forbidden to distribute handouts at any other areas without a permission of Official Organizer in writing. Companies are allowed to advertise their Satellite Symposium by displaying freestanding posters in front of the doors of the rented conference room. Posters must be provided by the sponsor and may be set up not more than 1 hour prior to the scheduled start of the Symposium. It is strictly forbidden to advertise at any other area unless booked at extra cost and confirmed in writing by the Organizer. Further information will be sent to the sponsors in due time. Symposia sponsors are responsible for all travel and hotel accommodations for their speakers as well as for registering their speakers to the Congress. Access to non registrants to the Symposium will be refused by the organizers.

The standard equipment of each conference room is included in the rental price of each Satellite Symposium: only single Power Point projection will be provided. No translation will be provided in any room and during any session. Any additional audio-visual or technical equipment has to be ordered at an extra cost through the Organizers only.
Use of the Congress Logo
Sponsors may be allowed to use the WCOCD logo for their Satellite Symposium invitations. Each document including the logo must be sent to organizer for approval. Please allow two weeks for approval. The logo may not be used in relation to any product but only with the company name. No approval will be given whenever any product name is mentioned in the invitation text. Any other improper use of the Congress logo will give the right to legally pursue the company.

Price of Satellite Symposia
Symposium 90 min. ................................................................. 12,000,00 €
Symposium 60 min ............................................................... 10,000,00 €
Symposium 45 min. ............................................................... 7,000,00 €

4. ADVERTISING

Printed materials
Companies may also advertise in the official Congress documents that will be printed or published online. Artwork is to be supplied by the sponsor.

Advertising in Final Program
The book will be distributed to all participants. Outside and inside cover of the final programme will be offered to main sponsor and offered to other sponsors only if available.
Following prices (vat not included):
Inside page: 850,00 €

Inserts in Congress Bags
A promotional flyer or paper about your company and products will be inserted in each of the Congress bags. The insert should to be produced by the sponsor. Max. dimension per copy: A4 format, 4 pages, 30 grams.
Rate per insert: 430,00 €

Audio-video advertising
Variety of companies' product can be advertised on a big plasma screen beside registration desk during the congress. It is the best way to reach all the participants with the movie or few slides.
Rate per audio video advertising: 430,00 €
5. OTHER SPONSORED ITEMS

Pens / Writing Pads
Sponsors are welcome to supply writing pads and pens which will be distributed to all the participants. The sponsor will obtain the possibility to print company name and logo on the materials. The items should be provided by the sponsor. Company’s name will be listed in the List of Sponsors.
Rate: 500,00 €

Bookmarks
The sponsorship covers a production of the bookmark attached to the Final Program. The bookmarks should be provided by the sponsor. Company’s name will be listed in the List of Sponsors.
Rate: 400,00 €
GENERAL TERMS AND CONDITIONS FOR EXHIBITION AND INDUSTRY PRESENTATIONS

Application
Application for industrial presentations (i.e. Exhibition, Symposium, Advertising, or any other kind of sponsoring) requires the respective written format. The order form must be filled in diligently and duly signed to be legally valid and acceptable. The registration is an irrevocable and legally binding instrument, obligating the applicant from beginning to end of the exhibit or sponsorship.

Supplementary or Exceptional Provisions
With the signature, the applicant accepts and recognizes the General Terms and Conditions as well as any supplementary provisions and is obligated to commit any and all persons in his employ at the venue to abide by said terms.

Confirmation of Participation / Invoicing
The written confirmation and subsequent invoicing by Organizer constitutes the sole document of acceptance and admittance to the exhibit/sponsorship and is issued exclusively to the applicant, under the specific terms stated herein.

Contract
The contract becomes effective with the deliverance of the confirmation and subsequent invoice by Organizer to the respective applicant. Deviations and/or supplementary terms and provisions require the written confirmation by Organizer to become legally binding.

Contract Components
Mandatory contract components are
a) The Order Form
b) The General Terms and Conditions
c) The Supplementary or Exceptional Provisions
   In the event of discrepancies the above referenced provisions pertain.

Limitations
Organizer reserves the right to refuse participation to a single applicant for reasons of practicality, for example if the available exhibition space proves insufficient or may limit participation to certain representative business groups deemed imperative to the achievement of the intended purpose of the exhibit. The same provisions pertain to exhibition objects or forms of presentation, likewise for symposia, workshops and courses, determined in advance not to be directly related in context to the objective and purpose of the entire event. Organizer has the right to reject and refuse presentation material and/or methods, found unsuitable or undesirable to the event or to be harmful, disturbing or intolerable to the visitors of the exhibit, even after admittance, at the responsibility and cost of the exhibitor or presenting agency, and may, if warranted, order the removal or temporary storage of unauthorized exponents or forms of presentation. In afore mentioned eventualities, the affected parties forgo all rights to any type of claim against Organizer.

Exhibit Sharing / Booth Sharing
For reasons of liability it is not possible for two or more companies to share the same booth. All responsible personnel representing a firm or business at the booth must be employed or commissioned by a single company.
**Allocation of exhibition space and presentation locations**
Stand positions can not be chosen by the exhibitor. Organizer allocates space as well as presentation a location primarily under consideration of the date, the order form was received, the subject and intend of the respective event, and according to availability of exhibition space and locations. Special request will be given due consideration in line with these criteria, however, without giving any guarantees for realization.

**Changes in dimension or location**
Organizer reserves the explicit right to change locations or dimensions of display space on short notice, even after initial confirmation, if necessary in order to achieve the event target. Neither restitution nor claims of any kind are applicable.

**Exchange, Subletting**
The rights and responsibilities extended to a company by virtue of the confirmation and invoice documentation are absolutely non-transferable and do not permit, even in part, any kind of subletting, exchange and sharing of space or locations to third parties.

**Organization – Exhibition**
Realization of the booth design must not deviate in any way with the originally submitted and accepted plans and layouts. The respective minimum and maximum standards for booth construction are determined in the General Terms and conditions governing participation. Any deviations, however minimal are only permissible after prior consultation and written consent by organizer. Booth construction must always be self supporting and may not be attached to wall, pillars or floors.

**Organization in general**
Only 100% soluble adhesives may be used to secure temporary flooring / carpeting to pillars, walls and ledges, which are part of the allocated display area or conference rooms used as such. The attachment of advertising materials, posters and any kind of directional signs, as well as gluing, painting, and wallpapering of building parts, ceilings, walls, pillars, floors or other integral a part of the display area is strictly forbidden. Built-ins and/or changes to existing conditions, furnishings or inventory warrant the explicit advanced written consent of Organizer. Any cost arising from such changes and the reversing of same after the event are the responsibility of the exhibitor. Reconstruction and renovation works of any kind may only be initiated on order of Organizer and its subagents. Fire alarms, sprinkler systems, hydrants, electrical distributors, telephone jacks and hook-ups, emergency lighting, entrances and emergency exits must be left unobstructed and accessible. They may neither be removed nor obstructed, covered up or taken down. The usage of laser equipment generally warrants the advanced co-ordination and permission of Organizer. Additionally, a permit of the responsible county administration for the protection of worksites and a site inspection by a licensed inspector must be secured at the exhibitors own cost. Technical inventory and supplies at the exhibit venue may only be operated by authorized and qualified personnel. The exhibitor is held liable for all infractions and/or damages caused by himself, his employees as well as third parties employed by him as assistance and helpers at the venue. Additional or supplementary provisions and services, changes and last-minute requests, not explicitly mentioned in the registration forms, always require the written consent of Organizer. It is the responsibility of the exhibitor to notify Organizer well in advance of any such changes or additions and the extended of possible works required and secure the necessary permits to effect these. Organizer is not responsible for surveying deadlines or securing legal assistance of any kind.
Exponents, Presentation materials / Removal, Exchange
The admissible exponents and/or presentation materials may only be removed from the exhibition site with mutual consent. Any direct and onsite sales of goods is only permissible with prior written authorization. Once this permission has been granted, all exponents designated for sale must be clearly marked and priced. Exhibitors and presenting companies must adhere to the guidelines provided by the commercial and health authorities and are responsible for the securing of eventual permits if warranted.

Unloading of exhibition materials
The delivery and removal of exhibition materials will take place via the loading docks of the Lacroma. -Vehicles are to leave immediately after unloading
- Permanent parking is not permitted in front of the Hotel Lacroma
- All packages need to be checked and labeled before entry into the building

Commercial Legal Coverage
Exhibitors and presenting agency are responsible for necessary legal protection and copyrights. A six-month protection / warranty for samples (usage - or taste samples) and product warranties from the beginning of an event is only necessary, if the Chief Justice has posted a respective notice in the National Legal Publication.

Payment Requirements / Payment Responsibility
The exhibitor or the presenting company is responsible for timely payment of all applied and approved services at the established tariffs to Organizer. This also pertains to services by third parties which have been advanced by organizer within the contractual framework and on behalf of the exhibitor or presenting agency. All prices are net and require the addition of the applicable legal VAT.

Due Date – Maturity
Installments or rest payments reflected on the application and confirmation / invoice, are due in full and without deduction on the applicable date, and payable either directly to Organizer or to a specific account installed by Organizer for this purpose, always reflecting the invoice number for cross-reference. Any and all supplementary provisions and services, especially if granted on site, will be invoiced immediately after conclusion of the event, having been double checked for their validity and contents, and become due immediately without delay. In the event of delays or non-payment, Organizer is authorized to levy penalties, not exceeding 8% of the basic tariff charged by the European Central Bank, insofar that it is proven that the exhibitor or presenting agency is not an end user in the legal sense. The later calls for a penalty of 5% of the base tariff of the European Central Bank.

Liability Insurance, Security / Liability of Organizer
Organizer has secured insurance coverage for personal- and object damage. The entire exhibition venue, including conference rooms, is secured and guarded day and night, however; this security measure excludes the surveillance of individual booth or exponents. The liability coverage for general night surveillance / lock-up carried by Organizer does not curtail coverage. Organizer is only liable for damages resulting from mal-intend or gross negligence. A separate fire protection watch will be furnished, if specified by local provisions. Claims must be submitted to organizer immediately. They become invalid if not recognized by Organizer or if not submitted within 6 months from the termination of the event. Organizer refuses liability for damages resulting from differentials in services rendered or reasons beyond their control, for example
if the power supply could not be guaranteed by the local Public Utilities. Organizer is not liable for loss, theft or damage to exponents or presentation objects and personal belongings imported during the event or damaged during transport. Follow-up damage claims for lost profits, replacements and such are unacceptable.

**Exhibitor Responsibilities**

The rented display space and/or rooms are to be treated with care by the presenting agency (exhibitor) before, during and after the respective event. The same pertains to any objects and props rented by Organizer explicitly for the event. Exhibitors and/or presenting agencies are held liable for all damages to persons or objects, caused by the exhibitor, his/her employees and any third parties in his temporary employ, his/her vehicles or his/her visitors at the venue location, to the inventory of same or to loading ramps or designated parking areas. Display booth and presentation rooms are to be adequately staffed and guarded during the assembly phase, the exhibition itself and the disassembly period. Any additional or personal objects are to be safeguarded, as they are not covered under the effective insurance policy. It is strongly recommended to obtain additional insurance to safeguard for any eventualities like damage to persons, objects or theft. It is advisable to make use of the specialized services provided by the organizer for extra night watches for individual booths or exponents.

**Contract Cancellation Clause / Cancellation by the exhibitor or presenting agency**

Companies that have applied for exhibition space or presentation rooms and received confirmation for these from Organizer cannot be released from the contract. If the applicant must insist on release and Organizer grants an exceptional release, the following cancellation fees will apply and are payable to Organizer without delay, to cover any damage arising from the cancellation:

- The organizer shall retain 50% after the contract is signed and confirmed
- The organizer shall retain 100% after March 1st, 2018

All cancellation fees exclude VAT. The obligation for payment exists, if the company having registered for exhibition space or other forms of presentation, will not prove, that no damage or damage less than the cancellation fees has been caused. In case of cancellation of parts of the services registered for, cancellation fees as mentioned above will be invoiced for the cancelled services.

**Cancellation by Organizer**

Organizer has the right to cancel an applicant,

- If said applicant becomes delinquent in payment according to the contractual terms and conditions;
- In case of No Show or disregard of the assembly specifications, if the assembly of the booth or stand does not occur within the contractually agreed timeframe, or if the display booth/stand is not occupied in time, i.e. at least two hours before the official opening of the event;
- If infractions against the house rules are noticed. In case of grave infractions against the house rules by the exhibitor and/or presenting agency and if these are not remedied after repeated warnings;
- Reasons resulting from the person or persons representing the exhibitor or presenting agency, if the prerequisites for granting admission / confirmation are not known to the person/persons representing the exhibitor or presenting agency or if Organizer becomes aware of reasons in retrospect, which would have precluded admission. This pertains in particular for the revelation of bankruptcy or insolvency by the exhibitor or presenting agency. The exhibitor or presenting agency is obligated to notify Organizer without hesitation of any occurrences of that nature. The confirmation and admission can be revoked without obligation in such cases and the display space and presentation modus may be disposed of in a different manner. No restitution or reimbursements are applicable in the afore referenced cases.
The exhibitor and/or presenting agency is held liable for any damages or losses incurred as a result of their cancellation, if the space or rooms cannot be rented again. As security for eventual claims, including future claims, Organizer can make use of their right to demand a security deposit. Organizer can not be held liable for damage of retained goods or objects. The exhibitor or presenting agency is obligated to disclose any information in regard to ownership of the exponents at any time.

**Reasons beyond control / Acts-of-God**

The event may be moved to a different date, cancelled altogether or the time frame changed as a result of incidents beyond anyone’s control or extenuating circumstances out of the control of Organizer. The application remains binding in the event of a time change or extensions. Upon presentation of a written petition the application may be revoked and the applicant released from his/her obligations by Organizer. However, even with the explicit consent of Organizer and if the rented space and/or presentation rooms can be sublet without further damage, 25% of the originally invoiced amount are retained as compensation. This pertains also for the eventuality that the event had to be cancelled for reasons beyond anyone’s control or Acts-of-God. The applicant has no right to regress if the event has been moved to a different date, a different time frame or cancelled entirely – regardless of the reasons.

**Video clips and Soundtracks**

Video or sound recordings of the display area, portions thereof or presentations are only permitted during regular operating hours of the exhibit and if it can be established that these will not present a hazard to visitors, with the consent of the exhibitor and/or presenting agency.

**Advertising**

Exhibitors and/or presenting agencies are only allowed to advertise within the confines of their rented space. Non-participants or third parties are prohibited from advertising in the exhibit halls or presentation rooms, as well as the entrance or exit areas. Unsuitable solicitation or advertisement which does not conform to the framework of the event must be avoided! Company CI or logos in neon lights- or flashing lights is only acceptable with the prior written consent by Organizer. Optical, moveable and sound advertising materials are only tolerated if they do not constitute any aggravation to visitors, exhibitors and/or presenting agencies alike. Movie (celluloid film) presentations according to regulation are forbidden. Organizer is authorized to confiscate, prevent or remove any advertising means or materials, which are in violation to afore mentioned stipulations, without the aid of legal instruments, prior warning and no responsibility for eventual damages. Any resulting cost becomes the responsibility of the exhibitor and/or presenting agency.

**Pets and animals**

Pets or animals are not permitted at the venue.

**Operating Hours / Schedule adherence**

The exhibitor is responsible to the staffing and must insure the cleanliness of the rented display area during opening hours. The exhibitor is further responsible to assure adequate staffing of the presentation locations during the set-up and dismantling phases and to vacate these timely and in clean condition. All exhibitors and their employees and trustees are obligated to vacate the premises and remove all vehicles from the designated parking areas within 1 hr of closing time.
Dismantling phase / Termination of the event
After the official closing of the scheduled event, the exhibitor and/or presenting agency is responsible for the timely dismantling of the display area and within the contractually designated time frame. Ongoing presentations or events are to be terminated and any presentation materials and props must be removed from the rooms within the designated time frame. Rentals are to be returned before the deadline to the respective rental agency. If the dismantling of the display booth or the presentation materials as well as the imported objects by the exhibitor and/or presenting agency are not effected on schedule, Organizer is then authorized, after giving due notice, to order removal of any such objects at the cost and responsibility of the exhibitor and/or presenting agency. Should a presentation run overtime, Organizer has the right to close or halt the presentation in order to re-use the facilities and/or bill the presenting agency for the overtime.

Forgotten or unclaimed materials
Exponents and/or presentation materials which remain unclaimed after the deadline specified in the special attachment to the General Terms and Conditions, will be removed or stored, whichever pertains to the particular nature of the goods, at the cost of the responsible company or agency. Transportation or storage cost for unclaimed or left behind materials are the responsibility of the exhibiting or presenting agency or business.

Miscellaneous
Organizer reserves the right to effect any changes deemed necessary to insure the overall success of the event.

Federal Data Protection and Privacy Act
The exhibitor or sponsor agrees that, for organizational purposes of the meeting, the data given in the order form may be used, processed and published (e.g. within the list / documentation of exhibitors and sponsors). All personal and private data of Organizer business partners are processed and saved under strict adherence to § 23-25 BDSG within the framework of the contractual objectives.

Final Clause
Place of fulfillment is the city the meeting / exhibition takes place. Exclusive Court of Jurisdiction for all disputes arising out of the contract or these general conditions.
Welcome to Dubrovnik
The over a thousand year old history of Dubrovnik is visible in every part of this city. The city is a living museum and a live stage, and has an ideal connection between its historical past and the modern day. It is surrounded by medieval walls that are 1940 metres long and are preserved in their original form. They are open to visitors and are the city’s greatest attraction. Since 1979 the town has been under UNSECO protection.

Dubrovnik is mainly a cultural destination, which asides from monuments of interest, offers a series of cultural events and festivals. Dubrovnik is a destination where you can enjoy a rest, and has extremely good air connections with all the larger European centres. Dubrovnik is a city that charms, a city that you fall in love with and always return to like new, to discover more unique experiences.

What to see…

Church of St Blaise
Was constructed in 1715 in the flamboyant Venetian Baroque style. It was constructed by the Venetian master Marino Gropelli in 1706, on the commission of the Dubrovnik Senate which requested a new church on the site of the old 14th century Romanesque church. Damaged during the earthquake for the first time, the church was destroyed completely by the devastating fire in 1706. Everything disappeared in flames, apart from the silver statue of St Blaise, which was saved by some miracle. After the years spent in exile at the Church of St Nicholas at Prijeko, the statue was returned to its old place in 1715. The people of Dubrovnik added the following inscription on the statue all other statues made of gold, silver and bronze melted in the fire, while the saints statue was miraculously undamaged. The statue is one of the most important statues in Dubrovnik, and the model of the city which the saint holds in his hand reveals the city architecture at the time. St Blaise has been honoured as the patron saint of Dubrovnik from the 10th century.

Franciscan Monastery
On the western side of the city, under the protection of the city walls and the unconquerable Minceta Fort, is the Franciscan monastery Male brace (Little brothers). This monastery and the Dominican one are a cultural, artistic and historical legacy of the Dubrovnik Republic. The old Franciscan monastery was once situated outside the city walls in the suburb of Pile. However, due to the threat of war which threatened the Republic in the early 14th century, the Franciscans were forced to move into the city, demolish the old monastery and build a new within the protected city walls. The construction of the monastery began in 1317 and lasted many years.

City walls
The most recognizable landmark that define the physigony of the historical city of Dubrovnik and give the city its characteristic and world known reputation are the untouched city walls; the walls surround the city with a total length of 1940 metres. This complex fortress, one of the most beautiful and solid fortress systems on the Mediterranean, is composed of a range of forts, bastions, casemates, towers and freestanding fortresses. The walls were constructed during difficult times when the city and Republic were in constant danger; the walls have been maintained today not only because of the knowledge of the skilled construction workers and the constant care provided by city dwellers that maintained and rebuilt the structures as needed, but because of the brilliantly reputed diplomacy in Dubrovnik which managed on many occasions to avoid dangerous measures taken by enemies against the Dubrovnik Republic. The Dubrovnik Old Town is
completely surrounded by walls and fortresses, including the Old City Port. The history of the fortifications in Dubrovnik goes back to the early Middle Ages.

Stradun
The famed Dubrovnik Stradun, or its official name Place, is the favourite walking area for all the people of Dubrovnik, especially the young, and for tourists from all over the globe. It would be a shame to pass up a walk along Stradun, as this would mean missing an unforgettable experience in the city. It was constructed after the great earthquake of 1667 in the accelerated program to reconstruct the city. It was given a placid and wide appearance, both dignified and beautiful in the simplicity of its stone architecture. Prior to the earthquake, Stradun was lined with lovely and luxurious palaces. After the earthquake, the ruined city had to think first about continuing the life and defence of the city, and all the reconstruction projects were focused primarily to those goals. All of the houses built along Stradun were built according to the project approved by the Republic Senate. They are all virtually of identical height and bear almost identical facades and similar layouts, as each house had to have several shops on the ground floor. Here the trading spirit of the Republic shines through.

Where & what to eat…
Croatia’s coastal cuisine is unique in that most of its produce is organic and Split’s location on the Dalmatian Coast makes it a great seafood destination. The tradition of grilling and roasting fish and delicacies of the sea has been carried down from generation to generation, where the taste of the fish depends on the grilling technique and the type of wood chosen. There is also the Dalmatian olive oil method of cooking, gradelavanje, which gives the fish a particular and fantastic taste. All along the coast and the isles, the fish menus are unrivalled - even the humble sardine will never taste quite so delicious. Many Croatian fish restaurants have their own fishing boats, so you can be assured of the freshness of the fish. Konoba is the Croatian word for “cellar”, as in wine cellar — now used to describe a tavern-style restaurant serving up traditional food and drink. Picture dimly lit rooms with stone walls, wooden benches and folk art. For those interested in trying some of the Dubrovnik signature meals, it is essential to taste the green menestra, a smoked meat and cabbage stew. No fish lover can resist the famous Dalmatian octopus salad, black risotto, shellfish or grilled sardines. All the fish specialties are made of freshest fish from the Adriatic depths and shellfish grown in unpolluted sea. And for those with a sweet tooth there is a variety of beloved local desserts such as Dubrovnik Rozata (crème brûlée Dubrovnik style), Ston cake, kotonjata (quince pudding), arancini (candied orange rind) and many others.

Restaurant Suggestions:

PANTARUL
A snack with a glass of local wine or a several-course dinner which will make all your senses flick – we are certain that our chef will have the right solution, whatever you may wish for. Top quality, yet unpretentious food – modern cuisine at its best. Kralja Tomislava 1, 20000 Dubrovnik

HORIZONT
Set 50 m from Old city, Horizon is a casual, one of a kind restaurant offering a variety of comforting and internationally inspired dishes. At Horizon, one can expect to be enthusiastically received by the restaurant’s young and dynamic team.
Put od Bosanke 8, 20000 Dubrovnik

NAUTIKA
The restaurant is housed in the former Dubrovnik School of Maritime Studies, where it welcomed famous seafarers since as far back as 1881. Today the restaurant serves to preserve the location’s rich history, while retaining the noble atmosphere of Dubrovnik’s reign as a republic. In 2008, Nautika Restaurant was recognized as the sixth most romantic restaurant in the world by the much respected Condé Nast Traveller magazine. Nautika was honoured to host Blessed John Paul II on June 6th of 2003.

Brsalje 3, 20000 Dubrovnik

LAJK
This charming restaurant is located in the center of the old city, on a street where the oldest Dubrovnik restaurants are. You can enjoy local food and wine while being surrounded by historical monuments and stone walls. The restaurant’s name is the combination of initial letters of family’s members names – Luka Alan Jasmina Karlo.

Prijeko 4, 20000 Dubrovnik

TAVERNA OTTO
Small, friendly local tavern with excellent local fresh food.
Nikole Tesle 8, 20000 Dubrovnik

What to buy...
You can find many souvenir shops with original souvenirs of stone, sea sponges, Croatian olive oil, and wines. You can also find a terrific collection of ceramic product and traditional jewelry.

Lavender
Croatian lavender is already a brand and for sure one of the Croatia’s most wanted and quality souvenir. As such it represents Croatia all over the world. You can find lavender in everything from chocolate to fragrant beauty products.

Olives
Olive trees and olive oil are occupying a special place on Dalmatian coast. Everywhere you go you’ll be surrounded by olive trees, very well known for its symbolic – hope, peace, eternity, holiness, splendor and of course – the magnificence of Mediterranean.

Wine
In Dalmatia, the Greeks and Romans first started growing vines, and Croats continue and improve it. The entire history of Dalmatia is closely connecting with the production of wine, literary, artistic, economic and political. Winemaking represents the main branch of production in Dalmatia, half of the population engaged in agricultural breeding stock. Processing of grapes is done in modern wineries and cellars. Dalmatian wines are the best quality because of the abundance of soil crag and solar heat. The most famous sorts from this area are Plavacmali and Pošip.
Congress Venue
Valmar Lacroma Dubrovnik
Ul. Iva Dulčića 34, 20000, Dubrovnik