

17. CEDE 2015 LECTURE HALL RENTAL – RULES AND REGULATIONS

17.1. Lecture hall rental offer is available for registered CEDE 2015 exhibitors only.

17.2. The Lecture hall may be used by the exhibitor who placed the rental order and made the payment. The lecture hall may not be misused or shared with the third parties by the tenant.

17.3. Rental order must be placed on application form S. The form is available in on-line option at www.cede.pl / exhibitors area / application forms.

17.4. The tenant will be charged with the following costs:

A. Obligatory charge – rental charge as per the pricelist. Additional time of 15 min. before the lecture and 15 min., after the lecture will be added to the lecture time for technical purposes.

Chargeable rental time is calculated from handing the hall key till returning the hall keys to the hall supervisor by tenant representatives. The actual rental time will be confirmed in writing in the protocol. Extending of the rental time will be charged according to the actual time of the hall use and the pricelist.

B. Optional charge – Advertisement Package. The package includes placement of lecture announcements on the website www.cede.pl, in the exhibition materials, mailings with lectures programme, in CEDE 2015 mobile application and in the information boards located on the fairgrounds as per the table below.

| Information materials | Content | Deadline for information |
|---|--|--------------------------|
| CEDE 2015 website www.cede.pl | The Organiser's name, speaker's CV and photo, lecture/workshop title, workshop description | |
| CEDE 2015 printed programme | The Organiser's name and address, speaker's name, lecture/workshop title, workshop description | 25.04.2015 |
| CEDE 2015 mobile application | Lecture/workshop title and short description (no paragraphs, sections, bullet points or tabulators), Speaker | 18.05.2015 |
| Plan your stay on CEDE 2015 - brochure | Workshop/lecture title, Organiser's name | 31.07.2015 |
| Info kiosks/e-tables at site | Workshop/lecture title, speaker, Organiser's name and stand number | 5.08.2015 |
| CEDE 2015 printed catalogue | Workshop/lecture title, speaker, Organiser's name and stand number | 20.07.2015 |

Publishing of the lecture/workshop information provided after the deadline given above will not be possible.

The Package price is 75 EUR per each lecture/workshop.

The lecture/workshop announcement will be published according to information provided by the lecture/workshop Organiser in the CEDE 2015 application **from Sz**. The form is available on-line only.

The lecture/workshop Organiser is obliged to inform each workshop/lecture participant about:

- CEDE 2015 entrance rules
- Lecture/workshop place (pavilion and hall number)
- Lecture/workshop date and time
- On-site registration for lecture/workshop – if required

Each lecture/workshop Organiser will receive free website banner linked to CEDE 2015 free entry card registration system for website announcements.