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Please print your name here

representing

Please print your company name here

by my signature below hereby certify that:

- I have completely read the ESMO 14th World Congress on Gastrointestinal Cancer Satellite Symposia Manual.

- I understand all rules and regulations as outlined in the ESMO 14th World Congress on Gastrointestinal Cancer Satellite Symposia Manual and on behalf of my company agree to abide by them.

- I understand that it is my responsibility to inform all subcontractors of the rules and regulations outlined in the ESMO 14th World Congress on Gastrointestinal Cancer Satellite Symposia Manual.

- It is my responsibility to comply with all the local and European laws, as well as Spanish Farmaindustria (www.farmaindustria.com), and Imedex bears no responsibility for the compliance or enforcement of such laws.

- I am authorized to sign this document on behalf of my company.

Signed

Date

Please return this document to Cori Gunter by fax at +1 770 751 7334. No orders for service will be processed until this document has been returned.
CCIB RULES & REGULATIONS
Please visit the Congress website at www.worldgicancer.com and click on “Support” And download the pdf “2012 CCIB Rules & Regulations” for information about the Congress venue.

EXHIBITION MANUAL
Please return to the Congress website at www.worldgicancer.com and click on “Support” and download the pdf “2012 Congress Exhibition Manual” for information about the exhibition regulations.

ORDER FORMS
Please visit the Congress website at www.worldgicancer.com and click on “Support.” To retrieve the following order forms for materials at the CCIB please download the “2012 Congress Order Forms.”

- Catering (satellite symposia menu options listed in separate document)
- Internet, Telephone and Fax
- Audio-Visual and Computers
- Hostesses, Waiters and Security Guards
- Cleaning, Plants, Flooring and Water Installation
- Furniture (includes photos for your convenience)
- Modular Stand Fittings
- Electricity

SATELLITE SYMPOSIA MANUAL
Please visit the Congress website at www.worldgicancer.com and click on “Support” and download the pdf “2012 Congress Symposia Manual” for information about the symposia regulations.

LUNCH SYMPOSIA MENU OPTIONS
Please visit the Congress website at www.worldgicancer.com and click on “Support” and download the pdf “2012 Lunch Symposia Menu Options” for lunch box menu options for the luncheon satellite symposia.

ANCILLARY MEETING MANUAL
Please visit the Congress website at www.worldgicancer.com and click on “Support” and download the pdf “2012 Ancillary Meeting Manual” for information about ancillary meetings.

SHIPPING MANUAL
Please visit the Congress website at www.worldgicancer.com and click on “Support” and download the pdf “2012 Official Shipping Manual” for information about shipping materials to the Congress.

FORWARDING, HANDLING & CUSTOMS SERVICES ORDER FORM
Please visit the Congress website at www.worldgicancer.com and click on “Support” and download the pdf “2012 Forwarding, Handling & Customs Services Order Form” for the RESA services order form.

BAG INSERT SHIPPING MANUAL
Please visit the Congress website at www.worldgicancer.com and click on “Support” and download the pdf “2012 Official Bag Insert Shipping Manual” for information about shipping bag insert materials to the Congress.

HANDLING TARRIF
Please visit the Congress website at www.worldgicancer.com and click on “Support” and download the pdf “2012 Congress Handling Tariff” for the handling tariff information.
## Important Dates and Deadlines for Satellite Symposia

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<th>Due Date</th>
<th>Submit To</th>
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<td>Abstract Submission Deadline</td>
<td>12 March 2012</td>
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<td>Certificate of Insurance Due to Viajes Iberia</td>
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<td>Satellite Symposia Food &amp; Beverage and Additional Equipment Orders</td>
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<td>Imedex</td>
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<td>Satellite Symposia Staff Registration Form</td>
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<td>Notification to Viajes Iberia of Shipping and Materials Arrival</td>
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<td>Viajes Iberia</td>
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<td>Last Day to Guarantee Food and Beverage Numbers</td>
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<td>Viajes Iberia</td>
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<td>Delegate Bag Inserts Received by RESA in Barcelona – must ship separately from Satellite Symposium items and label as Delegate Bag Inserts</td>
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<td>All Other Items Received by RESA in Barcelona – Last Day</td>
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</table>
ESMO 14th World Congress on Gastrointestinal Cancer
Key Contact Information

Congress Location – CCIB
(Centre de Convenciones Internacional de Barcelona)
Rambla de Prim 1-17
08019 Barcelona, Spain
Website: www.ccib.es

Congress Secretariat
Imedex®, LLC
11675 Rainwater Drive, Suite 600
Alpharetta, Georgia 30009 USA
Tel.: +1 (770) 751 7332
Fax: +1 (770) 751 7334
Website: www.worldgicancer.com
Exhibition & Satellite Symposia Contact:
Cori Gunter
Tel.: +1 (678) 242 0712
Mobile: +1 (770) 633 4708
Email: c.gunter@imedex.com

Satellite Symposia Management
Viajes Iberia Congresos
Plaza de Europa 17-19 – Edificio Orizonda
08908 Hospital del Llobregat (Barcelona)
Tel.: +34 93 510 1005
Fax: +34 93 510 1009
E-mail: irene.senin@viajesiberia.com
Website: www.viajesiberiacongresos.com
Contact: Irene Senín

Housing Management
Viajes Iberia Congresos
Plaza de Europa 17-19 – Edificio Orizonia
08908 Hospital del Llobregat (Barcelona)
Tel.: +34 93 510 1005
Fax: +34 93 510 1009
E-mail: irene.senin@viajesiberia.com
Website: www.viajesiberiacongresos.com
Contact: Irene Senín

Shipping Supplier
RESA Internacional Events, SL
Arantza Carranza
Tel.: +34 93 2334066
E-mail: operations@resainternacional.com

Jorge Reina
Tel.: +34 93 2334743
E-mail: jreina@resainternacional.com

General Fax: +34 93 2631894
Advertising Specifications for Pocket Program

Requirements:

1) ½ A4 sized page, portrait orientation, saved as a .pdf file at a minimum resolution of 360 dpi; with bleed and crop marks, sent via email to or mailed to the address below. Accompanying fax for reference will enable verification of font embedding.

DEADLINE FOR ADVERTISEMENTS: 16 APRIL 2012

Please forward all advertisements to: Cori Gunter
Email: c.gunter@imedex.com

Company Description Specifications for Pocket Program

Requirements:

1) Each supporter is entitled to providing a company description to be included in the Congress pocket program. Descriptions must not exceed 250 words. Any descriptions over this amount will be edited at the Secretariats discretion.

DEADLINE FOR COMPANY INFORMATION: 16 APRIL 2012

Please forward all advertisements to: Cori Gunter
Email: c.gunter@imedex.com
SATELLITE SYMPOSIA INFORMATION

ESMO 14th World Congress on Gastrointestinal Cancer
Guidelines for Commercial Supported Satellite Symposia

Supporters at the Platinum, Gold, Silver and Bronze levels of support are invited to hold industry supported satellite symposia during designated timeslots for an additional fee. Timeslots and meetings rooms are assigned by Imedex based on the level of support and by the date the symposium timeslot was requested and confirmed.

1. Confirming a Satellite Symposium Timeslot and Location
Support contract for Platinum, Gold, Silver or Bronze level support must be signed by the supporting company’s representative and received by Imedex before a time and location will be assigned.

Imedex will assign satellite symposia space and reserves the right to change the location of the satellite symposium space at any time.

2. Unapproved Therapies
Imedex bears no responsibility towards the delegates for the display, promotion or sale of therapies or services nor is Imedex supporting those products or services for their sole promotion at the ESMO 14th World Congress on Gastrointestinal Cancer. However, Imedex reserves the right to deny at any time the display, promotion or sale of products, therapies or services should these be against the generally accepted clinical approach. Promotion of unapproved therapies (by regulatory authorities) is regulated by the local and European laws, and Imedex bears no responsibility in case of a complaint based on such laws.

3. Satellite Agenda Approval
The scientific agendas of all satellite symposia must be submitted to Imedex for approval by the Congress scientific committee to avoid overlap with the official scientific program. A preliminary draft agenda is due to Imedex by 16 March 2012 and should be sent to Cori Gunter at c.gunter@imedex.com. This preliminary draft agenda should include the title of the satellite symposium, chair(s), proposed speakers and the titles of all presentations. The results of the review will be announced approximately 2 weeks after receipt of the agenda.

If modifications are required, the supporting company must inform Imedex of their agreement and submit a modified agenda. Approval will be issued within two weeks of receipt of the modified program.

Invitations to potential faculty and chairs for any satellite symposia can only be issued after approval of the agenda by the Congress scientific committee.

Significant changes made to the agenda will require reevaluation by the Congress scientific committee.

The final, approved agenda should be sent to Cori Gunter at Imedex at c.gunter@imedex.com by 6 May 2012 for publication in the Congress pocket program.
4. Satellite Speaker Guidelines

Expenses for speakers not already speaking at the ESMO 14th World Congress on Gastrointestinal Cancer (including travel, honoraria and accommodation) are the responsibility of the supporting company. For speakers who are not part of the scientific program for the ESMO 14th World Congress on Gastrointestinal Cancer, the supporting company must also provide Congress registration.

Travel and accommodations for speakers already participating in the scientific program of the ESMO 14th World Congress on Gastrointestinal Cancer will be covered by the Congress organizer provided they are not asked to arrive early or stay late for industry supported activities, and provided that the event is a sanctioned event. Please refer to www.worldgican.com for the scientific agenda and confirmed speakers. The Congress organizer will cover economy class tickets (European faculty) or business class tickets (US faculty), 3 nights hotel (European faculty) and 4 nights hotel (US faculty) at the AC Barcelona, as well as an incidental allowance of $200. Should commercial supporters wish for their faculty to stay at an alternative hotel, the commercial supporters will then become responsible for the hotel expense.

Although Imedex understands that some of the ESMO 14th World Congress on Gastrointestinal Cancer scientific program speakers may have committed to participating in an industry supported satellite symposium, please be aware that policy does not permit speakers to repeat lectures given during industry supported satellite symposia. Speakers who are giving talks during the ESMO 14th World Congress on Gastrointestinal Cancer scientific program must be sure that this presentation contains new material.

Invitations to potential faculty and chairs for any satellite symposia can only be issued after approval of the program by the Scientific Committee.

5. Admission to Satellite Symposia

Admission to the satellite symposia area, Level 1, is open to all exhibitors, satellite supporters, and attendees with Congress badges. Special badges with access only to the satellite area will be available for symposium staff and vendors at the Congress registration desk.

6. Audiovisual Equipment and Room Specifications for Satellite Symposia

The following audiovisual equipment is included in the rooms at the CCIB for each satellite symposia:

- (1) Video data projector
- (1) Screen
- In house sound system with ability to handle 2 microphones

All meeting rooms are setup in banquet style with round tables and chairs for 500, with a headtable (with 4 chairs) on a platform. All staging costs are the responsibility of the symposium organizer. If a company supporting a satellite symposium chooses to change the room setup, and the CCIB is able to accommodate this request, the company must pay any costs associated with the change and with the reset of the room after their satellite is completed.

Please contact Viajes Iberia Congresos directly by 11 May 2012 for any additional services. Additional services will incur additional costs to the supporter.

All audiovisual equipment must be ordered through the CCIB through Viajes Iberia Congresos. The only exception is if you chose to use an Audience Response System for your satellite. Please see Audience Response System below if you will be utilizing this equipment.

Please contact Cori Gunter at Imedex at c.gunter@imedex.com should you wish your symposia recorded for a web capture and be posted on www.worldgican.com. There is an additional fee for this service.
7. Audience Response System
The CCIB offers Audience Response System (ARS) services. You can order these services through Viajes Iberia. If you will be utilizing ARS during your satellite symposia you may use an outside vendor. All other audio visual equipment must still be provided by the CCIB. If you are using an outside vendor please complete the form on page 22 and return it to Cori Gunter at c.gunter@imedex.com by 18 May 2012.

Onsite ARS vendors must have a Congress badge. Please make sure to register them for the meeting.

8. Signage Limitations
Signs may be placed in the general areas of the Congress no earlier than five (5) hours before the satellite is to begin. Signs may not be larger than 1 meter wide by 2 meters tall. Additional signs, outside of these guidelines, will be removed by the organizer.

All satellites are listed in the Congress pocket program as well as on the symposium tab on the Congress website if received by 6 May 2012.

All signs must contain the phrase “Satellite symposium held in conjunction with the ESMO 14th World Congress on Gastrointestinal Cancer.”

Additional promotion of satellite symposia (i.e., hostess t-shirts) outside of the supporter’s booth area should be limited to (5) hours before the start time of the satellite symposia. No promotion of satellite symposia is allowed in rooms holding scientific sessions of the Congress at any time.

9. Food Service
All food and beverage is at the expense of the supporter. Supporters for satellite symposia must guarantee food and beverage quantities equal to or greater than 80% of the seats for which the room is set. For example, if you have a room set for 700 people, you must guarantee food and beverage for at least 595 people.

The menu and initial guarantee (number of persons) must be provided to Viajes Iberia by 9 May 2012. If confirmation is given after this deadline service cannot be guaranteed. Supporter must provide Viajes Iberia a final guarantee for food and beverage by 30 May 2012. Between 9 May 2012 and 30 May 2012 the initial guarantee may be increased by 20% or decreased 10%. After 30 May 2012 the food and beverage guarantee cannot be changed.

Luncheon satellite symposia will be able to choose from a variety of box lunch menu options. Please see “2012 Lunch Symposia Menu Options” on the “Support” tab of the Congress website www.worldgicongress.com. Only box lunch options will be available for the luncheon symposia.

Evening symposium supporters will be sent additional menu options from the Congress Secretariat.

Food items served in the exhibition hall, during the satellite symposia and in the hospitality suites must be purchased from the CCIB through Viajes Iberia Congressos by 9 May 2012. No outside food or beverage will be allowed at the satellite symposia. Please note that there is no increase over the CCIB prices for any items ordered through Viajes Iberia Congressos. Please be aware that there are restrictions on the food and beverage items that can be distributed from your booth. Please refer to the Spanish Farmaindustria and other local and European regulations for more information. A partial list of these organizations can be found on the Congress website.
10. Blackout times for Ancillary or Concurrent Meetings
Ancillary or concurrent activities (internal meetings involving delegates, press conferences, and educational or promotional activities) in the convention center or outside the convention center, but concurrent to or during the breaks of the scientific program of the ESMO 14th World Congress on Gastrointestinal Cancer must be approved by Imedex. Ancillary meetings of 30 participants or less will be allowed during blackout times but must be approved by Imedex. Ancillary meetings over 30 participants will not be allowed during blackout times. Clear identification of the organizer, the purpose, the targeted participants, and the full program must be submitted to Imedex by 4 May 2012 for approval. Please see the Ancillary Meeting Manual on the Congress website for additional information.

<table>
<thead>
<tr>
<th>Blackout Times for Ancillary or Concurrent Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, 22 June</td>
</tr>
<tr>
<td>15:00 to 19:30</td>
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</tbody>
</table>

11. Delegate Bag inserts
Supporters are allowed one delegate bag insert per symposium. The material may not be larger than A4-format and not heavier than 30 grams per piece.

Symposium supporters must reserve a place in the delegate bag by 11 May 2012 and must submit a sample of the material for authorization of format and content to Imedex by 18 May 2012. Please contact Imedex for availability and pricing.

The deadline, quantity and shipping instructions must be strictly followed, including the use of the delegate bag insert shipping label on page 20. Material not related to activities taking place during the ESMO 14th World Congress on Gastrointestinal Cancer will not be authorized.

In order to assist the RESA and Imedex staff in making sure your delegate bag inserts arrive at the CCIB in time for insertion into the Congress bags, you must include the labeling on page 20 on the outside of each item sent. Delegate bag inserts must be shipped separately from any satellite symposium materials.

12. Printed Materials for Symposia
All printed materials for a symposium including signs, delegate bag inserts and materials to be handed out during the meeting must contain the statement “Satellite symposium held in conjunction with the ESMO 14th World Congress on Gastrointestinal Cancer.” Printed materials may not be displayed or distributed in any room where an educational session of the main program is held.
Supported Satellite Symposia Schedule as of 10 February 2012
(Times and room assignments are subject to change based on the scientific agenda)

Satellite Symposia Scientific Programs may not exceed 90 minutes in length

Daily Symposia Schedule

Imedex strives to keep the General Session running on schedule but despite our best efforts the General Session may run over. In the event the General Session does run over, the symposia start will be delayed by no more than 15 minutes. After 15 minutes even if the General Session has not broken the symposia may begin.

Doors to the satellite symposia will not be opened before the scheduled adjournment of the general session. No one other than staff will be allowed to enter the room until the doors have officially opened.

Thursday, 28 June 2012
Concurrent Lunch Symposia
9:00 Rooms available to Thursday lunch symposia supporters for setup
12:45 General session adjourns
13:00 Concurrent luncheon symposia begin
14:30 Concurrent luncheon symposia adjourn
14:45 General session resumes
16:00 Thursday lunch symposia supporters must be out of symposia rooms

Exclusive Evening Symposium
16:00 Rooms available to Thursday evening symposium supporter for setup
19:00 General session adjourns
19:15 Exclusive evening symposium begins
20:45 Exclusive evening symposium adjourns
21:00 All evening symposium attendees have exited the CCIB
22:00 Thursday evening symposium supporter must be out of symposia rooms

Friday, 29 June 2012
Concurrent Lunch Symposia
9:00 Rooms available to Friday lunch symposia supporters for setup
13:00 General session adjourns
13:15 Concurrent luncheon symposia begin
14:45 Concurrent luncheon symposia adjourn
15:00 General session resumes
16:00 Friday lunch symposia supporters must be out of symposia rooms

Saturday, 30 June 2012
Concurrent Lunch Symposia
9:00 Rooms available to Saturday lunch symposia supporters for setup
12:45 General session adjourns
13:00 Concurrent luncheon symposia begin
14:30 Concurrent luncheon symposia adjourn
14:45 General session resumes
16:00 Saturday lunch symposia supporters must be out of symposia rooms
Daily Symposia Room Assignments
Room assignments are tentative and subject to change.

Thursday, 28 June 2012
Lunch Symposia
Novartis 111-112
Sirtex 113-115
Roche 116-117

Evening Symposium
Celgene 116-117

Friday, 29 June 2012
Lunch Symposia
Merck Serono 111-112
Lilly 113-115
Nordic/Taiho 116-117

Saturday, 30 June 2012
Lunch Symposia
ESO 111-112
OPEN 113-115
OPEN 116-117
CONGRESS INFORMATION AND REGULATIONS

Congress Rules, Regulations and Conditions

Please also see CCIB Rules and Regulations on the Congress website

1. Hanging Banners and Posters and Respecting the Installations

The placing of posters, banners, stickers or similar items, on the walls, floors, ceilings or columns inside or outside the CCIB is strictly prohibited. Applications for hanging posters or banners, or the items mentioned above, can be made to Viajes Iberia Congresos and will be considered. Furthermore, the décor of the CCIB and any of the items rented within the building must be respected at all times, without adding to, moving or hiding anything present.

2. Health and Safety Legislation

Imedex and all satellite supporters upon entering the premises agree to adopt all measures of safety and control established by the Municipal Government of Barcelona and by the management of the CCIB.

Imedex and all satellite supporters, upon entering the premises, agree to observe the norms in force on safety, particularly in regard to the maximum capacity of the halls and rooms, emergency exits and fire prevention measures. In no case may any flammable material or object be introduced in the exhibition.

The satellite supporter formally declares that their staff are insured, and covered by social security and other labour and tax obligations foreseen in the legislation in force, declining the CCIB any possible claim or involvement in these matters.

Neither Imedex nor the CCIB will be responsible for any item or material that has not been removed once the event is finished.

The construction of stands using construction materials or adornments that contain products such as cement, sand, plaster, tile, brick or any other similar material is strictly prohibited.

3. Noise

Electrical and other mechanical apparatus must be muffled so that the noise does not disturb the rest of the satellite supporters or other areas of the CCIB.
Other Regulations and Conditions:

1. Definitions
In the following regulations and conditions, the term ‘supporter’ describes any company or organization that has made a successful application for satellite symposia space allocation in the technical exhibition to be organized in the framework of the ESMO 14th World Congress on Gastrointestinal Cancer, or any agent or representative acting on behalf of the supporter. The term 'secretariat' relates to Imedex.

2. Legal Condition
The application for satellite symposia space is legally binding on the supporter pending its acceptance in writing by the secretariat.

3. Location
The satellite symposia will be held at the CCIB, the Congress venue.

4. Amendment of the Schedule
While every effort is made to preserve the published schedule of the satellite symposia, the secretariat shall be entitled to vary the times and/or layout if it is believed by the organization to be in the best interest of the Congress. The supporter shall have no claim against the secretariat in respect of any change of times or layout.

5. Postponement or Abandonment
The secretariat reserves the right to postpone the Congress including the satellite symposia, or to transfer it to another site, if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the satellite symposia, the secretariat will not be held liable for expenses incurred other than the satellite symposium fee.

6. Bankruptcy or Liquidation
In case the supporter becomes bankrupt or enters into liquidation other than for the purpose of reconstruction or amalgamation, or has a receiver appointed, the secretariat shall be at liberty to terminate immediately the contract with the supporter, to cancel the allocation of satellite symposia space to the supporter and to forfeit all sums paid by the supporter.

7. Security and Insurance
Neither the secretariat nor its contractors shall be responsible for the safety of any satellite symposia materials or other property of the supporter or of any person, or for the loss, damage or destruction by theft or fire or from any other cause to such satellite symposia materials or other property, or for loss, damage or injury sustained by any satellite symposia materials or any other persons. The supporter shall indemnify Imedex or its contractors to third persons, as a result of any act or omission of the supporter, his staff, agent or personnel hired on a temporary basis to staff the satellite symposia stand. As the secretariat and its contractors will accept no responsibility for any of the foregoing matters, the supporter should affect his own insurance against any risk of loss, damage, injury or liability. Evidence that such an insurance has been obtained should be sent to Viajes Iberia not later than 12 March 2012.

8. Room Decoration
Under no circumstances may the supporter increase the satellite symposia space beyond the room(s) that has been allocated. Any damage caused by their acts of negligence will be the responsibility of the supporter, who will be required to indemnify the secretariat and its contractors against any claim arising from such damage. No flammable materials may be used. Equipment displayed or demonstrated must be installed according to the safety regulations issued by the CCIB. Any fireproofing of the installations must be made by a qualified company issuing the certificate of an approved organization.
9. Advertising
All printed matter or advertisements of any kind, including information on display or intended for
distribution on or outside the premises of the Congress Center is strictly limited to the supporter's
stand or the space hired by the supporter. Failure to observe this procedure, in particular regarding
distribution of promotional documents in the vicinity of entrances or exits or without the written
permission of the secretariat, shall render the supporter liable to an advertising fee of up to 25% of the
total exhibit space cost. Companies are to comply with all Spanish Farmaindustria, local and
European rules and regulations related to advertising and promotion of products and services as part
of their satellite symposia. Neither the secretariat nor its contractors bear any responsibility in case of
a complaint based on such laws.

All advertisements for a symposium described above must contain the phrase “Satellite symposium
held in conjunction with the ESMO 14th World Congress on Gastrointestinal Cancer”.

10. Disposal of Waste
It is the responsibility of the supporter to ensure that all debris and waste material including boxes for
packaging arising from preparing for the satellite symposia are completely removed from the satellite
symposia area prior to the opening of the satellite symposia. Failure to comply with this procedure
shall render the supporter liable for the cost of clearance by the secretariat or its contractor.

11. Special Hazards
Any satellite symposium which may be regarded as constituting a special risk or hazard must notify
the secretariat as soon as possible and not later than 30 March 2012. The supporter must at his own
expense comply with any conditions or safety precautions the secretariat, venue licensor or local
authorities may impose.

12. Health and Safety at Work
It is the responsibility of the supporter to ensure that their employees, satellite symposia organizers
and staff and temporary staff comply with the latest legislation regarding health and safety at work.

13. Storage
If you require storage during the satellite symposia please contact Viajes Iberia Congressos. An
additional charge will apply.
OFFICIAL SHIPPING MANUAL

RESA Expo Logistics is the official shipping supplier of the ESMO 14th World Congress on Gastrointestinal Cancer. Please go to the official Congress website www.worldgicancer.com to download the official shipping manual. The manual can be found on the “Support” page of the website. Items shipped directly to the CCIB will be refused.

RESA CONTACT DETAILS:

Arantza Carranza
operations@resainternacional.com
Direct Tel.: + 34 93 2334066
General Fax: + 34 93 2631894

Jorge Reina
jreina@resainternacional.com
Direct Tel.: + 34 93 2334743

27 – 30 June 2012
Barcelona, Spain
ESMO 14th World Congress on Gastrointestinal Cancer

BARCELONA

27 – 30 June 2012

OFFICIAL BAG INSERT SHIPPING MANUAL
Dear Supporter:

Please read carefully this relevant information concerning logistics and customs regulations for the delegate bags at the 14th World Congress on Gastrointestinal Cancer, in order to ensure your leaflet / brochure reaches all the event visitors.

Your shipments should arrive at our Barcelona receiving warehouse no later than 11th of June 2012

➢ Consignee address: RESA / Trebig Handling
   C/Cal Pi de l’Olla, 48-50 / ZAL Prat
   08820 – El Prat (Barcelona)
   SPAIN
   Notify: WCGI 2011 / Sponsor’s name

All delegate bags insert shipments must be marked as follows:

   EVENT NAME: WCGI 2012
   BAG INSERTS
   NAME OF PUBLICATION: XXXXXXXXXX
   SPONSOR COMPANY: XXXXXXXXXX
   PIECES: 1 OF XXX

Please send your shipments prepaid, on own Master air way bill, consigned to above mentioned address. For shipments outside the EU, 3 original Invoices should be attached to the Airway bill. Send always your shipment on conditions “prepaid” or “DDP” (all charges paid by the sender including the payment of duties and taxes). Courier shipments arriving with unpaid transport costs will be refused (unless the exhibitor gives instructions to RESA for payment of charges on their behalf). An additional 10% deferment fee will be charged for advanced payment).

Shipments without proper delivery information will not be delivered and will remain at our warehouse until the sponsor requests them (claims for delayed deliveries of unmarked shipments will be refused).

Pre-advises please send us at least two days before arrival in Barcelona by fax:

   • Copy of Airwaybill / Flight details
   • Copy of invoice / packing list

RESA CONTACT DETAILS:

Arantza Carranza                      Jorge Reina
operations@resainternacional.com      ireina@resainternacional.com
Direct Tel.: + 34 93 2334066          Direct Tel.: + 34 93 2334743
General Fax: + 34 93 2631894
Delegate Bag Insert Sample Shipping Label

In order to assist the RESA and Imedex staff in making sure your delegate bag inserts arrive at the CCIB in time for insertion into the delegate bags, you must include the following labeling on the outside of each item sent which includes any delegate bag inserts and delegate bag inserts must be shipped separately from any exhibition materials.

The last day to make a reservation for space in the delegate bag is 11 May 2012. Sample inserts are due to Imedex for approval by 18 May 2012.

Boxes containing Delegate Bag Inserts must be received by RESA in Barcelona by 11 June 2012.

ESMO 14th World Congress on Gastrointestinal Cancer

DELEGATE BAG INSERTS

(Your Company Name)
ESMO 14th World Conference on Gastrointestinal Cancer

Satellite Symposia Staff Registration

Please use this form to secure badges for staff that will have access only to the satellite symposia area of the CCIB. These badges will not have access to any scientific session or the Exhibition Area.

Supporter: _____________________________________________________________

Supporter Registration Contact Name: ___________________________________

Contact Phone Number: ___________________________ Contact Email: ____________

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Please return the form to Cori Gunter by **11 May 2012** via fax +1(770) 751 7334.

Additional Full registrations and Exhibitor Badges are available. Please contact Cori Gunter at c.gunter@imedex.com to order additional badges.
ESMO 14th World Conference on Gastrointestinal Cancer

Audience Response System Information Form

If you will be utilizing an independent Audience Response System (ARS) provider during your symposium please complete the following form and return it to Cori Gunter at c.gunter@imedex.com or by fax at +1 770 751 7334 by 18 May 2012.

Name of satellite: ________________________________

Day of satellite: ________________________________

☐ Lunch ☐ Evening

Name of ARS provider: ________________________________

ARS provider contact name: ________________________________

ARS provider contact email: ________________________________

ARS provider contact phone number: ________________________________