

6<sup>th</sup> Annual  
**European**  
**Compliance & Ethics Institute**  
25–28 March 2018 | *Frankfurt, Germany*



EXHIBIT / SPONSOR / ADVERTISE  
**Prospectus**

Reach compliance professionals  
from around the world

EXHIBIT DATES: 25–27 MARCH



Call SCCE at +1 952 933 4977 or 888 277 4977  
or visit us online at [corporatecompliance.org/ecei](http://corporatecompliance.org/ecei)

# Exhibit | Sponsor | Advertise

EUROPEAN COMPLIANCE & ETHICS INSTITUTE | 25–28 MARCH 2018 | FRANKFURT, GERMANY

**Make meaningful connections  
with compliance professionals  
from around the world.**



SCCE's European Compliance & Ethics Institute offers a unique chance to promote your product or services to a highly targeted and qualified audience. The Institute provides an invaluable opportunity to learn the latest practices for effectively addressing challenges facing the European compliance and ethics community. Learn directly from experienced compliance and ethics professionals through both formal presentations and informal networking events. Help improve your compliance and ethics programme and develop your expertise, in this growing and evolving profession.

Take advantage of European Compliance & Ethics Institute exhibiting, sponsoring and/or advertising opportunities, and:

- Heighten your credibility through close association with the largest organization of its kind
- Develop relationships with new prospects and strengthen ties with existing clients
- Gain high visibility and name recognition with compliance professionals across the country.

Breakfasts, breaks, and two receptions are all held in the Exhibit Area.

## SPECIAL OFFER:

SCCE invites you to participate as a table-top exhibitor at no cost, in exchange for you sending two emails to your European database promoting the European Compliance & Ethics Institute by 26 January 2018; or, without a trade, a space is available for \$1,000 USD. Trade option available for applications received by 26 January 2018. After 26 January 2018, a table-top space is \$1,000 USD.

We will provide HTML emails that you can customize. Both emails must be sent out by Friday, 26 January 2018.

## DATES TO REMEMBER

### **2018 Call for speakers**

1 – 30 June 2017

### **Early bird registration ends**

8 January 2018

### **Conference registration and exhibit-only forms due**

24 February 2018

## Exhibit Set-Up

### **Sunday 25 March**

13:00–16:00

## Exhibit Viewing Hours

### **Sunday 25 March**

17:15–18:30

### **Monday 26 March**

8:00–18:30

### **Tuesday 27 March**

8:00–11:30

## Teardown

### **Tuesday 27 March**

11:30–12:30

*Please contact Lori Dahmes at +1 952 567 6213 or [lori.dahmes@corporatecompliance.org](mailto:lori.dahmes@corporatecompliance.org) if you are unable to set up or tear down during the specified time slots. Additional information will be provided upon receipt of your application and payment.*

*Times and layout are subject to change and will be confirmed prior to the event. Exhibitors are not required to staff booths during times attendees are in session.*

# Exhibit for maximum exposure

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## EXHIBITOR PRICING & BENEFITS

**Table-top exhibit display: \$1,000 USD\***  
*(or at NO cost, in exchange for sending two emails – see Page 2)*

6' draped table*	✓
Two chairs plus wastebasket	✓
Two free Exhibit Area Only staff badges per table-top (additional badges \$400 USD each)	✓
Two reduced-rate attendee full conference registrations per company at \$773.50 USD** each	✓
Links to online logo and company description/website on the conference website event page.	✓

\* Includes space for a small display to set on the table,  
 or a maximum of two banner stands.

\*\* Registration fees are considered net of any local withholding taxes  
 applicable in your country of residence. Prices include 19% VAT tax.



# Sponsorship opportunities

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## Increase your brand awareness among this highly relevant audience with a sponsorship package

### SPONSORSHIP LEVELS

Platinum Sponsor ..... \$5,700 USD or more  
Gold Sponsor ..... \$3,800 USD or more  
Silver Sponsor ..... \$1,900 USD or more

SPONSORSHIP BENEFITS	SILVER	GOLD	PLATINUM
Company name/logo on all conference email correspondence			✓
Pre-conference attendee list for a one-time postal mailing*			✓
Conference registrations at \$119 USD each**	<b>1</b>	<b>2</b>	<b>3</b>
Company logo displayed inside the conference brochure	✓	✓	✓
Link to company name, logo, and description (approx. 75 words) on conference web page	✓	✓	✓
Post-conference attendee list for a one-time postal mailing*	✓	✓	✓

\* *Signature on List Use Agreement is required.*

\*\* *Registration fees are considered net of any local withholding taxes applicable in your country of residence. Prices include 19% VAT tax.*

*See the following page for details of the sponsorship opportunities available*

### Speaking at SCCE conferences

Exhibitors and sponsors are welcome to submit speaking proposals when the call for speakers is open for SCCE conferences. Submissions will be evaluated based on the merits of the proposed topic, the content, and the speaker(s), at the same time and alongside all of the other speaking proposals for the conference. Sponsoring/exhibiting at the conference does not entitle an organization to a speaking slot, nor does it earn any preferences.

Visit [corporatecompliance.org/events/CallforSpeakers.aspx](http://corporatecompliance.org/events/CallforSpeakers.aspx) for more information.

# Sponsorship opportunities

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Choose one or more of our sponsorship opportunities below.

## PLATINUM

### Tote Bags

Your name and logo will appear on the front of large canvas bags which are distributed to all conference attendees.

[\$5,700 USD]

### Folios

Each attendee will receive a folio with an accordion-style file with card holders on the left and a 8½" × 11" writing pad on the right. We'll print your logo on the front (one color) and place your business card or one page flyer (you provide) inside.

[\$5,700 USD]

### Exhibit Area Receptions

Exhibit Area receptions provide attendees the opportunity to greet old friends, make new acquaintances, and visit with exhibitors in a casual and festive environment. Signage will be displayed in the reception area.

[Sunday = \$5,700 USD]

[Monday = \$5,700 USD]

### Networking Lunch

Networking luncheons promise excellent visibility in an environment where the audience is focused on industry issues.

[Monday = \$5,700 USD]

### Tweet Wall

Enjoy exclusive sponsorship of the Tweet Wall Pro Twitter feed screens throughout the conference for all attendees to see your company logo/message. With several screens throughout the conference hallways and common areas, your message is guaranteed to be seen. The Tweet Wall will start on the Saturday prior to the conference, 28 March, and end at 12:00 on the post-conference day, Wednesday 1 April. SCCE will design the Tweet Wall background and place your static company logo/message within the design. Logo is limited to 150 pixels width or length, message is limited to 50 characters. Total space is limited to 300 pixels.

[\$5,700 USD]

### Mobile App

The SCCE mobile app is an innovative application that works on any Apple or Android mobile device capable of accessing the Internet. Attendees will use this application to view conference information, create a customizable schedule, select vendors they want to visit during the show, and access PowerPoint presentation slides for their sessions. As the sponsor you will see your logo on the app loading screen as well as on the main "Now" screen that serves as the homepage for the app. Clicking your logo/banner ad will go to a desired location of your choice—website, PDF, etc.—allowing you to customize your message to the attendees. This is great exposure and the latest trend in conferences.

[\$5,700 USD]

## GOLD

### Continental Breakfasts

A continental breakfast will be provided for all attendees on Monday and Tuesday. Your company name will be displayed on signs near the food stations.

[Monday = \$3,800 USD]

[Tuesday = \$3,800 USD]

### Notepads

A notepad imprinted with your logo will also be inserted in the attendee bag.

[\$3,800 USD]

### Water Bottles

Your company logo and company information will appear on the bottle. Water bottles will be distributed in attendee bags.

[\$3,800 USD]

### Badge Holder Lanyards

All registrants will wear your company name around their necks.

[\$3,800 USD]

### Flat flashlights—Magnetic

Your company logo will appear on the flashlight. The "smashlight" has four superbright LED bulbs, two replaceable batteries, and a magnetic back. They will be distributed in the attendee tote bags.

[\$3,800 USD]

## SILVER

### Calculators

Slim-style calculators will bear your company logo on the front. All attendees will receive the calculator.

[\$1,900 USD]

### SOLD: Ethidex

### Internet Café

Your company name and logo will be set as the home page on a minimum of three computers that will be available in the Internet Café.

[\$1,900 USD]

### Session Room Signage

Every session room will have signage indicating the sessions in that room. Have your logo and booth number at the bottom of these signs that every attendee will see.

[\$1,900 USD]

### Annual volunteer project: Get recognized for giving back

More details will be announced.

[\$1,900 USD]

## ADVERTISING OPPORTUNITIES

### Attendee Tote Bag Inserts

Place marketing material in all attendee tote bags. (Company to provide their marketing material.)

[\$500 USD]

### Pre-registration list

Pre-conference attendee list for a one-time postal mailing. (Signature on List Use Agreement is required.)

[\$350 USD]

### Mobile App E-Bag Insert Ad

Connect with attendees via an electronic ad sheet on the Mobile App. Encourage them to stop by your booth for a discount or giveaway something special, or take them to an offer page on your website. Your ad sheet will be placed on your company description page, and a link to all of the E-bag inserts will be on the mobile app menu and on the homepage at the Internet Café.

[\$500 USD]

**MATERIALS DUE:** 2 March 2018

**AD SPECIFICATIONS:** Vector image  
350 pixels wide  
400 pixels high

*PLEASE NOTE: Prior sponsors have first right of refusal.*

# Who will attend?

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## Who will attend SCCE's European Compliance & Ethics Institute?

- Compliance & Ethics Officers
- Audit Managers
- Compliance & Ethics Journalists
- Compliance Officers
- Compliance trainers and analysts
- Consultants
- Corporate executives, including CEOs and CFOs
- Ethics Officers
- Human Resource Managers
- Information Officers
- In-House and Outside Counsel
- Privacy Officers
- Regulators and other government personnel
- Researchers and policy makers
- Risk Managers
- Staff educators and trainers



## SCCE members and Institute attendees are interested in:

- Antitrust
- Auditing and monitoring
- Working with boards of directors and CEOs
- Company resources
- Compliance
- Copyright Issues
- Confidential information
- Conflicts of Interest
- Corporate Culture
- Document retention
- Education and training
- Enterprise risk management
- Ethics
- Evaluation
- FCPA
- Fraud
- Gifts and gratuities
- Hotlines/Helplines
- Human resources and employment law
- Insider trading
- International business
- Investigations
- Information technology and information sciences
- Legislation and other legal issues
- Measurement/Evaluation
- Privacy
- Public relations
- Records management
- Reporting
- Risk management
- Security breach and notification laws
- Social media



# Get to know SCCE

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## About SCCE

The Society of Corporate Compliance and Ethics (SCCE)<sup>®</sup> is a non-profit, member-based professional association. SCCE supports our members' work with education, news, and discussion forums. We are a community of leaders, defining and shaping the corporate compliance environment across a wide range of industries and geographic regions. By developing and maintaining effective ethics and compliance programs, our members strengthen and protect their companies. SCCE currently has more than 6,300 members, with more than 4,100 individuals actively holding the Certified Compliance & Ethics Professional (CCEP)<sup>®</sup>, Certified Compliance & Ethics Professional-International (CCEP-I)<sup>®</sup> and/or the Certified Compliance & Ethics Professional-Fellow (CCEP-F)<sup>®</sup> certifications as offered by the Compliance Certification Board (CCB)<sup>®</sup>.

## SCCE's mission

SCCE exists to champion ethical practice and compliance standards in all organizations and to provide the necessary resources for compliance professionals and others who share these principles.

## SCCE's vision

The vision of SCCE is to be the preeminent compliance and ethics association promoting lasting success and integrity of organizations worldwide.

## Major functions

1. To promote quality compliance programs—their introduction, development, and maintenance
2. To provide a forum for interaction and information exchange to enable our members to provide high-quality compliance programs
3. To create high quality educational opportunities for those involved with compliance

## Services

- Educational programs
- Professional networking
- *Compliance & Ethics Professional* — SCCE's monthly magazine
- *Corporate Compliance Weekly News (CCWN)* — SCCE's weekly email newsletter of current events in compliance
- Compliance job postings
- Discussion groups
- Annual Compliance & Ethics Institute
- Cooperative programs with other national organizations
- Regional education
- Basic Compliance & Ethics Academy<sup>®</sup> (offered globally)
- *SCCEnet*<sup>®</sup> — the online social network for compliance & ethics professionals
- Web conferences covering hot topics, for learning without leaving your desk
- *The Compliance & Ethics Blog* — your industry resource for compliance & ethics news
- Member discounts
- ...and more!

Learn more and join today at [corporatecompliance.org/membership](http://corporatecompliance.org/membership)

## Past exhibiting companies include:

- Aegis Compliance & Ethics Center
- Affiliated Monitors
- Blue Umbrella
- Bristows LLP
- Bureau van Dijk
- Charles Russell Speechlys
- Compliance Wave, LLC
- Convercent
- Cordery Compliance
- DeltaNet International
- DPO Network Europe
- ELM Solutions
- Ethidex Inc.
- Global Investigations Review
- IE Law School
- Interactive Services
- Interfax
- Kroll
- LRN
- MyCompliance Office
- NAVEX Global
- SAI Global Compliance
- SnapComms
- SPARK Compliance Consulting Ltd
- Squire Patton Boggs
- Sword Achiever
- TRACE International
- Transparency International
- Twist & Shout Media Ltd

# Hotel & conference location

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Frankfurt Marriott Hotel  
Hamburger Allee 2  
Frankfurt Hessen 60486  
Germany

## Hotel website

[marriott.com/hotels/travel/prgdt-prague-marriott-hotel](http://marriott.com/hotels/travel/prgdt-prague-marriott-hotel)

## Online reservations

[bit.ly/icei2018](http://bit.ly/icei2018)

**PLEASE NOTE:** Neither SCCE nor any hotel it is affiliated with will ever contact you to make a hotel reservation. If you receive a call soliciting reservations on behalf of SCCE or the event, it is likely from a room poacher and may be fraudulent. We recommend you make reservations directly with the hotel using the phone number or web link in this brochure. If you have concerns or questions, please contact +1 952 933 4977 or 888 277 4977.

## Reservation details

The discounted group rate is €129 single occupancy or €149 double occupancy per night for a deluxe room; rates quoted include the applicable VAT and service charge. (In case the level of VAT should increase or the German government should raise an additional tax or levy, the hotel reserves the right to adjust the offered rates accordingly.) The quoted room rates do include high speed internet. Free Wi-Fi is also available in all public areas of the hotel. Room rates are NOT inclusive of breakfast. Visit [bit.ly/icei2018](http://bit.ly/icei2018) to make reservations online, or call +49 (0) 69/7955 – 2222 and reference “SCCE’s European Compliance & Ethics Institute” in order to receive the discounted rates. All reservations must be guaranteed with a credit card. Cancellations must be made before 23:59 Central European Time (CET) on the day prior to arrival to avoid cancellation charge; cancellations made after this time will be charged with 90% of the room rate. No-shows will be charged 100%. The quoted rates are good until 26 February 2018 or when the group room block is full (whichever comes first). Reservation requests received after this cut-off date or after the group block is filled will be accepted on a space and rate availability basis only. Hotel accommodations are not included in your conference registration fee.





# Terms & conditions

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To ensure a successful exhibiting or sponsoring experience at the Society of Corporate Compliance and Ethics's (SCCE's) conferences, please read the following Exhibitor & Sponsor Terms & Conditions ("Terms & Conditions") carefully. By submitting a booth space or sponsorship application, exhibitors and sponsors agree to abide by these Terms & Conditions, and any other rules and regulations set forth for this event, including any special requirements that are imposed by the facility at which the conference will be held ("Facility"). Exhibitor or Sponsor agrees and understands that these Terms & Conditions are contractual in nature, and become part of the contract between the exhibitor and SCCE relating to exhibitor's attendance and exhibiting activities at the SCCE 2018 European Compliance & Ethics Institute.

**1. Eligibility to exhibit.** Exhibitors' products and services must be relevant to the compliance profession. To exhibit, exhibitors must be in good financial standing with SCCE. SCCE has the right to refuse or terminate exhibit space rental if products, services, exhibitor behavior or displays are not appropriate and compatible with the general character or quality of the conference and cause undue interference with the effective operations of the SCCE and its staff. The rules, policies, and regulations outlined on this form and in the service kit are part of the exhibitor's contract with SCCE.

**2. Payment.** A 50% deposit is required for all booth rentals. Balance must be paid in full and received by SCCE by Saturday, 24 February 2018. Deposits are non-refundable.

**3. Failure to occupy.** Space not occupied by the close of installation on Sunday, 25 March 2018, at 16:00 (unless previous written arrangements were made) will be forfeited by the exhibitor. SCCE may resell, reassign or use the space. If display equipment is available, SCCE may choose to have the exhibit erected at the exhibitor's expense. The exhibitor is not relieved of the obligation to pay the full exhibit price.

**4. Space assignment.** All dimensions and locations shown on the official floor plan are believed, but not warranted to be, accurate. SCCE reserves the right to make such modifications as may be necessary to meet the needs of the Exhibitors and the exhibit program.

**5. Exhibitor use of space.** Exhibitors may not assign, sublet, or apportion the whole or any part of their allotted space. In addition, exhibitors may not advertise or display products or services other than those manufactured or sold in their regular business. Exhibitor or Sponsor company descriptions in the on-site program will be limited to one company name and identity listing. The distribution of samples, souvenirs, publications, etc., or other sales or sales promotion activities must be conducted by exhibitor only from within its space. The distribution of any article that interferes with the activities or obstructs access to neighboring booths, or that impedes aisles, is prohibited. This includes placement of display racks, banners, brochures or other items outside of the designated space rented by the exhibitor, as well as the offering of food or beverages.

**6. Exhibitor code of conduct.** All exhibitors agree to abide by the following code of conduct, and agree to SCCE's right to take immediate action to restrict or evict exhibitor and/or its personnel from the conference in the event of Code of Conduct violations. In the event of such eviction or restriction, exhibitor will forfeit all moneys paid for the conference, and may be subject to restrictions or prohibitions on attending future SCCE conferences.

- The exhibitor and its personnel shall conduct and operate its exhibit so as not to annoy, endanger or interfere with the rights of other Exhibitors, conference attendees, and visitors or SCCE staff.
- SCCE reserves the right to prohibit any exhibit and/or exhibitor that, in its sole discretion and judgment, is inappropriate, offensive, or may detract from the general character of the conference.
- SCCE reserves the right to remove, without compensation, any exhibit and/or exhibitor that, in SCCE's sole discretion and judgment, is inappropriate, offensive, or may detract from the general character of the conference.
- SCCE reserves the right to require the removal of any exhibitor personnel who engage in behavior which, in the sole discretion of SCCE, is determined to be objectionable to other exhibitors, conference attendees, and/or SCCE staff.
- Any demonstrations or activity that may result in obstruction of aisles or that prevent ready access to nearby exhibitors' booths shall be prohibited.
- The audio level of any playback equipment, audio, video, and/or demonstrations must be at a level so as not to disturb or be heard by adjacent exhibitors and their patrons. SCCE reserves the right to restrict exhibits to a minimum noise levels.

**7. Exhibitor/sponsor-hosted functions.** Functions may not be scheduled at times that conflict with conference sessions or receptions.

## 8. Cancellation

- (a) Cancellation or Reduction of Booth by SCCE. An exhibitor's failure to submit payment can result in the cancellation of the assigned space. In addition, SCCE has the right to cancel, reduce, or redistribute allocated booth space upon reasonable cause or due to events that make performance impossible. In the event of such an occurrence, SCCE will provide written notification and agrees to negotiate in good faith toward refund or reduction of the exhibit fee. If any part of the exhibit area is damaged, or the exhibitor is not permitted to occupy their assigned space, the exhibitor will be charged only for space that was actually occupied. SCCE is released from any and all claims for damages that may arise in conjunction with the above.

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- (b) Show cancellation policy. The parties agree that if the SCCE Utilities & Energy Compliance & Ethics Conference is cancelled in whole or in part, or its scheduled opening is cancelled or delayed, due to fire, explosion, strike, freight embargo, act of God, act of public enemy, act of war, war, act of terrorism, civil disturbance, act of any government, de jure or de facto, or governmental declaration or regulation, epidemic or other event over which SCCE has no control, then the exhibitor contract may be immediately amended by SCCE, and the exhibitor hereby waives any and all claims against SCCE for damages, reimbursement, refunds, or compensation.
- (c) Cancellation by Exhibitor. A 50% deposit is required for all booth rentals. Balance must be paid in full and received by SCCE by 24 February 2018 and 100% payment is due on all applications after 24 February 2018. Cancellation fee for exhibit space is the 50% deposit if cancelled before 24 February 2018. No refunds will be made after this date. Deposits are non-refundable.

**9. Installation and dismantling of exhibit.** Installation must take place during the times indicated, unless SCCE has previously provided written approval for installation at other times. Space not occupied by the start of the conference returns to SCCE for discretionary use. Dismantling begins at the conference's close and must be completed by the time indicated. Exhibitors dismantling prior to conference close will lose all points accumulated in the previous twelve months. Note: The exhibitor assumes all financial responsibility for installation and dismantling of the exhibit.

**10. Booth construction.** One 6 foot table is provided along with two chairs and a wastebasket. All display items must fit on top of the table or directly behind the table. There is space for a maximum of two bannerstands behind the table.

**11. Fire protection.** All exhibits must conform to fire laws, health regulations, electrical codes, and other ordinances of the local fire department. All materials used in the exhibit area must be flameproof and fire resistant. All materials are subject to the inspection of the local fire department and their regulations shall govern. Any exhibits or parts thereof found not to be fireproof may be ordered dismantled. Enclosed ceilings are not permitted in the exhibit area. The hotel reserves the right to dismantle any exhibit it feels does not conform to the fire laws, health regulations, electrical codes, and other ordinances of the local fire department.

**12. Registration and housing.** Registration information will be available on the SCCE website. Exhibitors are encouraged to book their hotel rooms through the SCCE's room block at the conference venue.

**13. Meeting rooms.** To request meeting room space, please contact the SCCE.

**14. Exhibitor service information.** All exhibitors receive exhibitor service information electronically, including order forms for ancillary services at the conference.

**15. Union.** Local union jurisdiction applies. Detailed information will be provided to exhibitors in the Exhibitor Service Kit.

**16. Security.** Although security guard service may be furnished, neither SCCE nor the Facility will be responsible for damage to, loss, or theft of property belonging to any exhibitor, sponsor, their agents, employees, business invitees, visitors, or guests.

**17. Indemnification.** Exhibitor or Sponsor shall defend, protect, indemnify, save, and hold SCCE, and its officers, directors, employees, and agents, the Facility in which SCCE meetings are being conducted, and all agents and employees thereof (hereinafter collectively called "Indemnitees") forever harmless from any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitor and/or its personnel, employees and agents, and further, exhibitor shall at all times defend, protect, indemnify, save and hold harmless the Indemnitees against and from any and all losses, costs damages, liability, or expenses (including attorney's fees) arising from, or out of, or by reason of any accident or bodily injury or other occurrences to any property, person, or persons, including the exhibitor, its agents, employees, and business invitees, which arise from, or out of, or by reason of said exhibitor's participation at the conference, the negligent or willful conduct of its personnel, employees and agents, and/or its occupancy and use of the facilities, or any part thereof.

**18. Exhibitor insurance.** All property of the exhibitor is understood to remain under its custody and control in transit to and from or within the confines of the Facility. SCCE and the Facility do not maintain insurance covering exhibitor's conduct or property. Exhibitor shall carry Comprehensive General Liability coverage, including premises, operations, and contractual liability coverage of at least \$500,000 for Personal Injury Liability and \$500,000 for Property Damage Liability and Statutory Workers' Compensation insurance in full compliance with all federal and state laws. A certificate of insurance shall be furnished if requested by SCCE.

**19. Facility rules.** Exhibitors and sponsors shall strictly comply with all conditions imposed by the Facility in its contract with SCCE, and with the rules and regulations of the Facility.

**20. Damage to property.** The exhibitor is liable for any damage caused to Facility floors, walls, columns, standard booth equipment, or other exhibitors' property. The exhibitor may not mar, tack, make holes, or apply paint, lacquer, adhesives, or other coating to building columns and floors or to standard booth equipment.

**21. Americans with Disabilities Act.** Exhibitor represents and warrants (i) that its exhibit will be accessible to the full extent required by law; (ii) that its exhibit will comply with the Americans with Disabilities Act (ADA) and with any regulations implemented by the ADA; and (iii) that it shall defend, indemnify and hold SCCE harmless from and against any and all claims and expenses, including attorneys' fees and litigation expenses that may be incurred by or asserted against SCCE, its officers, directors, agents, or employees on the basis of the exhibitor's breach of this paragraph or noncompliance with any of the provisions of the ADA.

**22. On-site program.** Each exhibitor or sponsor will receive one listing in the official conference program if application to exhibit is received 2 weeks prior to the start of the conference.

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**23. Market research and surveys.** Exhibitors and sponsors are not permitted to conduct surveys of conference attendees during the conference.

**24. Attendee information distribution.** SCCE encourages exhibitor and sponsor efforts to communicate with SCCE attendees. However, in an effort to meet exhibitor needs and also protect the privacy rights of our attendees, the following provisions shall apply. Exhibitors may request either a business card or may scan attendee badge barcodes using lead retrieval equipment to obtain contact information for follow-up. For Barcode Lead Scans, SCCE agrees to release to the exhibitor, where it is authorized to do so, attendee name, title, company, work postal mailing address, work phone, fax and e-mail, as provided by the attendee. Unless otherwise individually agreed with each attendee, exhibitors shall (i) use attendee information in accordance with each attendee's reasonable expectations, (ii) limit the use of attendee information to contacting each attendee no more than twice and no later than within 30 days following the exhibition, (iii) put in place reasonable technical and organisational measures to ensure the security of attendee information, (iv) comply with the rights of attendees including any opt-out requests, (v) not transfer attendee information to any third party outside the exhibitor's group of companies, and (vi) comply with all applicable laws in relation to the use of attendee information. Regarding an Advance/Post Mailing List: SCCE may, at its discretion, also offer exhibitors the opportunity to communicate about their products and services through the pre-registered attendee postal address list and post-conference attendee postal address list, either or both of which may be available for purchase. This information is only provided to qualified SCCE exhibitors and sponsors on the terms of our Conference Attendee List One-Time Use License. Each list shall include attendee name, title, company and preferred postal mailing address as provided by the attendee. SCCE does not release attendee email addresses.

**25. Children.** Due to health and safety considerations, children under the age of 18 will not be admitted to the exhibit program or educational sessions.

**26. Picture taking, videotaping/audio taping.** Exhibitors are not permitted to photograph, audiotape or videotape sessions, exhibits, or any other part of the conference without express, written approval from SCCE.

## **27. Music licensing.**

(a) Exhibitor and SCCE acknowledge that any public performance of music during the Event requires a license. Exhibitor agrees to secure all licenses required for all such performances which occur in any area of the Hotel exclusively reserved for Exhibitor's use, including in an exhibit booth or sponsor area. Exhibitor shall also cause its subcontractors to secure all licenses for their public performances of music. For purposes of this provision, a public performance is one that occurs "in a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered."

(b) The foregoing provision applies to all public performances of music, including but not limited to live performances, as well as performances over television, radio, and by Internet or digital wireless service.

(c) Should Exhibitor use television, movies, video, or other media in its exhibit booth or sponsor area (irrespective of whether music is incorporated in such media), Exhibitor shall also be required to secure all other licenses required by law for such performances.

(d) If SCCE is contacted after the Event by a performing rights society or another entity seeking license fees for the unauthorized public performance of music or other media in an area exclusively used by Exhibitor, Exhibitor shall promptly either: (i) pay the applicable license fees within ten (10) days of notification; or (ii) contest the validity of the request for license fees, in which case Exhibitor shall indemnify, defend, and hold SCCE harmless from and against any claims, demands, judgments or liabilities arising from the failure to promptly pay all fees when due. This provision shall survive termination of this Agreement.

**28. Trademarks.** Exhibitor/Sponsor grants SCCE, without the right to sublicense, a nonexclusive, revocable, nontransferable, royalty-free, worldwide license to use and display Exhibitor/Sponsor's company name and logo on SCCE website(s), print materials, and in other marketing media solely for purposes of promoting the Event and future events, provided that such use is in accordance with Exhibitor/Sponsor's established brand guidelines. If Exhibitor/Sponsor elects to become a branded sponsor for any portion of the Event, the use of Exhibitor/Sponsor's logo, marks, or artwork (collectively "Sponsor Artwork") on any Event merchandise or collateral is subject to the prior approval of SCCE, which reserves the right to reject any Sponsor Artwork that, in SCCE's sole discretion, fails to meet the defined specifications or general standards of quality for SCCE events. Exhibitor grants SCCE or anyone authorized by SCCE the right to use or publish, in print or electronic format, any photographs or video taken during the Event which contain images of Exhibitor's booth or space, including any trademarks, logos, or other images displayed in or on Exhibitor's booth or space, as well as any images or likenesses of Exhibitor's employees, contractors, subcontractors, or agents in the Exhibit Area or at the Event.

**29. Promotion during conference.** Exhibitors are not allowed to place brochures, stickers, signs, posters, or marketing materials anywhere other than within their own booth space. Likewise, exhibitors' representatives are not allowed to distribute brochures, invitations, etc, anywhere than within their exhibit space.

**30. Exceptions.** Any request for exceptions to these Terms & Conditions must be submitted in writing to the SCCE at least two weeks prior to the conference start date. The SCCE reserves the right to make exceptions to these Terms & Conditions in its sole discretion.

# Sponsorship & exhibiting application

EUROPEAN COMPLIANCE & ETHICS INSTITUTE | 25–28 MARCH 2018 | FRANKFURT, GERMANY

## CONTACT INFORMATION (Please type or print.)

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/Town \_\_\_\_\_ State/Province \_\_\_\_\_

Country \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Person's Title \_\_\_\_\_

Authorized Signature *(By signing above, I hereby certify that I have read and will abide by the "Terms and conditions" in this prospectus. This agreement shall not be binding unless it is signed by an authorized representative of the applicant's firm and is accepted and signed by SCCE.)*

## LOGISTICS COORDINATOR (Please type or print.)

Full Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

## SPONSORSHIP OPPORTUNITIES

### PLATINUM LEVEL

- Tote Bags.....\$5,700 USD
- Folios.....\$5,700 USD
- Exhibit Area Reception: Sunday.....\$5,700 USD
- Exhibit Area Reception: Monday.....\$5,700 USD
- Networking Lunch: Monday.....\$5,700 USD
- Tweet Wall.....\$5,700 USD
- Mobile App.....\$5,700 USD

### GOLD LEVEL

- Notepads.....\$3,800 USD
- Continental Breakfast: Monday.....\$3,800 USD
- Continental Breakfast: Tuesday.....\$3,800 USD
- Water Bottles.....\$3,800 USD
- Badge Holder Lanyards.....\$3,800 USD
- Flat Flashlights.....\$3,800 USD

### SILVER LEVEL

- Calculators.....\$1,900 USD
- Internet Café.....\$1,900 USD
- Session Room Signage.....\$1,900 USD
- Volunteer Project.....\$1,900 USD

## ADVERTISING OPPORTUNITIES

- Attendee Tote Bag Inserts.....\$500 USD
- Mobile App E-Bag Insert Ad.....\$500 USD
- Pre-registration list.....\$350 USD

SPONSORSHIP/ADVERTISING TOTAL \$ \_\_\_\_\_

## EXHIBIT RENTAL

Table-Top Exhibit Space \_\_\_\_\_ @ \$1,000 USD \$ \_\_\_\_\_  
(includes two Exhibit Area Only badges)

Table-Top Exhibit Space: SPECIAL \_\_\_\_\_ @ NO COST \$ \_\_\_\_\_  
(in exchange for two emails promoting the 2018 ECEI,  
sent by 26 January 2018 to a European database.  
**Offer available through 26 January 2018 only.**)

TOTAL \$ \_\_\_\_\_

## TABLE CHOICE (SEE FLOOR PLAN FOR LOCATION NUMBERS):

1st choice: \_\_\_\_\_ 2nd choice: \_\_\_\_\_ 3rd choice: \_\_\_\_\_

## BILLING INFORMATION

FEDERAL TAX ID # OR VAT # \_\_\_\_\_

TODAY'S DEPOSIT \$ \_\_\_\_\_ out of TOTAL \$ \_\_\_\_\_

## PAYMENT OPTIONS

- Invoice me
- Check enclosed (payable to SCCE)
- Wire Transfer (email [helpteam@corporatecompliance.org](mailto:helpteam@corporatecompliance.org) for instructions)
- I authorize SCCE to charge my credit card (choose card below)

Due to PCI Compliance, please **DO NOT provide any credit card information via email**. You may email the application (without credit card information) to [helpteam@corporatecompliance.org](mailto:helpteam@corporatecompliance.org) and call SCCE at +1 952 933 4977 or 888 277 4977 with your credit card information.

CREDIT CARD:  American Express  MasterCard  Visa  Discover

Credit Card Account Number \_\_\_\_\_

Credit Card Expiration Date \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

50% deposit is required for all booth rentals & sponsorships. Balance must be paid in full by 24 February 2018. Deposits are non-refundable.

**The invoice for your participation shall be issued by:**  
VMC, 1 Rond-point de l'Europe, 92250 LA GARENNE COLOMBES France  
French VAT Number: FR75523098614; Czech VAT Number: CZ682761770

## QUESTIONS?

EMAIL [lori.dahmes@corporatecompliance.org](mailto:lori.dahmes@corporatecompliance.org)

### OFFICE USE ONLY

Date received \_\_\_\_\_ By \_\_\_\_\_







**SOCIETY OF CORPORATE COMPLIANCE AND ETHICS**

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[www.corporatecompliance.org](http://www.corporatecompliance.org) | [helpteam@corporatecompliance.org](mailto:helpteam@corporatecompliance.org)