

## TERMS AND CONDITIONS FOR SPONSORS & EXHIBITORS

as of January 2025

### HOW TO APPLY

To apply for a sponsorship package or exhibit booth at WCRI 2026 in Vancouver, BC, please fill in the [Online Sponsorship & Exhibition Form](#). All applications received will be acknowledged by email. Once approved, an email confirmation will be sent together with an invoice complete with payment details to facilitate payment. Submission of the application implies agreement with the full terms and conditions available on the booking platform. Exhibit booths will be assigned in order of applications and payments received. Priority will be given to Level Sponsors (Platinum and Gold).

Sponsors and exhibitors will only be accepted from organizations that have a demonstrated interest in promoting integrity in research and whose values are consistent with the values of the World Conferences on Research Integrity. The WCRIF and Organizing Committee reserves the right to refuse inappropriate sponsors and exhibitors.

### PRICING, PRODUCTION DEADLINES & BENEFITS

All pricing listed is quoted in Canadian Dollars. All inclusions in Conference design and print materials are subject to strict production deadlines. Sponsorship and Exhibitor benefits will not be implemented until payment has been received in full.

### BOOKING CONFIRMATION AND PAYMENT

Your application will be confirmed in writing. To confirm your sponsorship package and/or exhibition space, payment has to be received in full by the Conference Secretariat within 30 days after receipt of the invoice. Payment may be made by credit card (subject to a 5 % surcharge), bank transfer (subject to a \$30 fee per transfer), cheque, or e-transfer (Canadian account holders only). Details of the payment options are included on the invoice.

### CANCELLATION POLICY

All cancellation requests must be submitted in writing to the Conference Secretariat. Cancellation requests received on or **before July 31, 2025**, will receive a full refund, less a 15% cancellation fee. Cancellations received after that date, are not eligible for a refund. If the balance of payment is not received by the due date, the allocated sponsorship or exhibition booth space will be cancelled. Any changes in the duration and/or location of the exhibition do not entitle the sponsor/exhibitor to cancel the agreement or request a refund of rates or put forward a claim for damages incurred thereby.

### CANCELLATION OF THE CONFERENCE

The Organizer is entitled to cancel the Conference due to reasons beyond their control that prevent or substantially hinder the planned holding of the Conference. If the Organizer is compelled to cancel the Conference for reasons beyond their control, i.e., without Organizing another Conference in its place within twelve (12) months of the originally planned date, the contractor is released from its sponsorship obligation. In the event the Conference is required to be fully virtual, the sponsorship will be transferred to the Virtual Conference. In the event of a virtual conference, Sponsors and Exhibitors will be provided alternative options for branding and engagement. Details will be communicated promptly.

### SPONSORSHIP

Priority is given in the following order to level sponsors: Platinum, Gold, and Silver. Priority amongst sponsors within the same level will depend on the order of receipt of application and receipt of full payment. Priority for level sponsors is applicable for the following: exhibition booth allocation and exclusive sponsorship options.



Through sponsorship participation, the contractor is partially supporting the financing of the Conference. In return, the contractor will receive the opportunity to present their endeavours, products, and findings within the scope of the Conference. Additional benefits will be allocated to Level Sponsors as listed for additional benefits in this prospectus. Priority given to Level Sponsors will apply until **November 3, 2025**.

#### **BOOTH ALLOCATION**

A booking of exhibit space will be considered valid only when a completed online form has been submitted and full payment has been received. All exhibit space applications will be allocated on a first-come, first-served basis with priority given to Level Sponsors. Changes in booth allocation without the explicit consent of the Organizer will not be permitted. Exhibitors desiring to share their contracted exhibition space with another company will face a surcharge and such an agreement is subject to approval by the Organizer.

#### **EXHIBITOR PROTOCOL**

Each exhibitor must always keep their display within the dimensions of their exhibition booth during the Conference and refrain from amplified announcements or music from the exhibition display. Nothing shall be taped, mounted, or attached in any form or manner to walls, doors, or facility structure. The driving of nails, tacks, or screws into floors, walls, columns, ceiling, or trim will not be permitted nor will be the drilling of holes into any portion of the venue.

#### **STAFF REGISTRATION**

Where a complimentary full registration is included in the Sponsorship or Exhibitor package, you will be required to complete the online registration form with the details of the attending delegate **March 31, 2026**. Staff registration will be available online and a link will be provided. The complimentary full registration includes full access to all Conference sessions, the exhibition, daily catering, and the Welcome Reception and Opening Ceremony. Badges will be available for pick up at the self-check-in kiosks or the registration desk. Name badges must be worn at all times while onsite and cannot be transferred. Additional passes may be purchased at a reduced fee.

#### **HOTEL ACCOMMODATION**

Room bookings at the conference hotels can be made via the Exhibitor / Sponsor Registration site. The link will be provided once a package is confirmed and paid in full (and conference registration is open).

#### **PROGRAM BOOK ADS**

For advertisements in the program book, a high-resolution file (at least 300 dpi, ai or eps format) must be submitted to the Conference Secretariat by email to [wcri2026-sponsorship@venuewest.com](mailto:wcri2026-sponsorship@venuewest.com) or uploaded in the Sponsor/Exhibitor Portal no later than **March 10, 2026**. The advertisement is subject to the Organizer's approval before publishing.

#### **RELATED EVENTS**

Sponsors and exhibitors can not arrange any social or educational events against any of the Conference functions or sessions and are required to provide the Conference Secretariat with information regarding the proposed program and social activities.

#### **PRIZE DRAWS**

Prize draws, instant giveaways, and contests are permitted. Prize draws must comply with relevant laws and be conducted responsibly.

#### **ATTENDEE PRIVACY**

To adhere to privacy regulations, the Organizer refrains from sharing attendee contacts with Sponsors or Exhibitors. Exhibitors may collect contact information from delegates within the confines of their booth. Sponsors and Exhibitors must refrain from soliciting attendees outside of designated exhibitor spaces or conference-sanctioned activities as well as respect attendee privacy nor engage in unauthorized data collection or unsolicited communications.

#### **FIRE, SAFETY AND HEALTH**

Exhibitors are fully responsible for compliance with all applicable local, state, municipal, provincial, federal and national fire, safety, and health regulations regarding the installation, operation, and dismantling of display material and equipment on their booth.

#### **INSURANCE**

Exhibitors are required, at their sole cost and expense, to procure and maintain comprehensive liability insurance against claims for bodily injury or death and property loss, theft, or damage, occurring prior to, during, and after the Conference/Exhibition for a minimum amount of CAD 5,000,000. A copy must be submitted to the Conference Secretariat **one month prior to the event** by email to [wcri2026-sponsorship@venuewest.com](mailto:wcri2026-sponsorship@venuewest.com) or uploaded in the Sponsor/Exhibitor Portal.

#### **LIABILITY**

It is agreed that participants shall assume all responsibility associated with damage resulting from, or arising in connection with, their own negligence or that of their employees or agents, to the exhibition area and neither the Organizer, Conference Secretariat, the conference venue, nor the official show contractor or any of the above groups' employees or subsidiaries nor any conference supplier will assume liability for damage, loss of any nature or personal injury in connection with the showing or viewing or presenting of exhibits whatsoever. Participant has sole responsibility for its property of any theft, damage, or other loss to such property, including any subrogation claims by its insurer. Neither the Organizer nor the event facility nor the exhibit service contractors, nor any of their representative officers, directors, shareholders, agents, employees, or representatives shall be liable for, and the participant hereby releases all of them from, and covenants not to sue any of them with respect to, any and all risks, damages, and liabilities described in this paragraph and will hold harmless and indemnify the Organizer from such risks, damages, and liabilities.

#### **SUSTAINABILITY**

Consider sustainability by minimizing waste from promotional materials and booth displays.

#### **CODE OF CONDUCT**

Sponsors and exhibitors are expected to adhere to the following standards to maintain a professional and inclusive environment:

1. All interactions with Attendees, Organizers, Secretariat or Supplier staff, and other Sponsors/Exhibitors must be conducted with respect, courtesy, and integrity.
2. Ensure all promotional activities and materials are inclusive, non-discriminatory, and free from offensive or inappropriate content.
3. In case of a disagreement, work collaboratively with the Organizer to resolve issues respectfully and expediently.

Failure to adhere to this Code of Conduct may result in corrective actions, including the revocation of sponsor or exhibitor privileges without refund. Abusive behaviour will not be tolerated.