

**REED EXHIBITIONS**  
**IP ISSUES AND PROCEDURES**

Dear Exhibitor,

We respect the Intellectual Property (“IP”) rights of all of our exhibitors and take these matters very seriously. Please review this document in its entirety and follow the procedures outlined below so that we may efficiently and effectively react to your IP claim against another exhibitor.

**Please provide the following items in an electronic (PDF) format only and E-mail to Matthew Kunkes ([matthew.kunkes@relx.com](mailto:matthew.kunkes@relx.com)):**

- A.) A letter or e-mail showing that you have already reached out to the exhibitor concerning the alleged infringing item (the “Accused”).
- B.) The U.S. Patents, U.S. Trademark Registrations or U.S. Copyright Registrations in question, and proof that such rights are currently effective.
- C.) Contact information (e-mail address) of your designated representative authorized to act on your behalf at the Venue/Exhibition.

**Because photos are not allowed onsite, Management will radio a Staff member closest to the Accused booth to take photos of the alleged infringing product/materials:**

- D.) Photos of products or copies of materials being shown at the Exhibition.

Please allow Management at least 24 hours to review and act, as appropriate, in the sole discretion of Management, on the evidence you provide and to respond with the steps, if any, Management intends to take.

Respectfully,

Management

## REED EXHIBITIONS

### IP ISSUES AND PROCEDURES

Reed Exhibitions, a division of RELX Inc., (collectively, "Management") respect the Intellectual Property ("IP") rights of others and expect all exhibitors to do the same. In connection with the event (the "Event"), the following standards apply:

1. The role of Management is strictly to try to protect the integrity and peace of the Event and to preserve the Event environment in a manner that allows all exhibitors and sponsors the opportunity to receive the benefit of their exhibits and/or sponsorships. Accordingly, Management shall designate one or more on-site IP Ombudsperson(s) for the Event who will, on behalf of Management, address intellectual property issues arising at the Event consistent with these IP Procedures (such IP Ombudsperson(s) hereinafter referred to under the umbrella term "Management").
2. Management will acknowledge existing recognized IP rights (such as U.S. Patents, U.S. Trademark Registrations and U.S. Copyright Registrations) where proof of the current validity of these rights is provided by the exhibitor/IP rights holder alleging a violation of its IP rights (the "Complainant") to Management, and will assist in communicating those asserted rights to another exhibitor alleged to be in violation of the rights (the "Accused").
3. Management is not and will not act as an arbiter of the existence of valid and subsisting rights in the IP of a Complainant.
4. Management will cooperate and act consistently with any duly issued court order, writ, judgment or injunction against an exhibitor. In so acting, Management is a neutral party and Management's presence during service of any court issued documents during the Event is strictly for the purpose of carrying out Management's responsibility to protect the integrity and peace of the Event.
5. Management may take steps which are believed reasonable and appropriate, in Management's sole discretion, to attempt to achieve an accommodation and/or resolution of IP rights issues between exhibitors. Management is not and will not become an enforcement agent or representative relating to the alleged IP rights of any exhibitor.
6. Management reserves the right to ask an Accused exhibitor to produce appropriate documentation reflecting the right or license of such exhibitor to display and market any complained of product(s) or material(s).
7. Management will, where deemed reasonable and appropriate in its sole discretion, ask (and possibly insist) that an exhibitor remove items or materials from that exhibitor's booth only where the asserted IP rights, after being shown to Management to be currently valid, clearly cover the items or materials of the Accused exhibitor in the reasonable judgment of Management.

8. Complainants agree to follow the IP Procedures set forth below.

**In the event of any perceived violations of IP rights at the Event:**

1. Complainant will approach and/or communicate with the designated IP Ombudsperson for the Venue/Event and provide the following:

- A. Evidence that the IP rights issue has been communicated by the Complainant in writing to the representative(s) of the Accused exhibitor – either before or during the Event.
  - For example, evidence of a letter or email sent by Complainant or Complainant's designated representative.
- B. Clean and clear written evidence to support the claimed IP rights.
  - For example, for US registrations, copies of the U.S. Patents, U.S. Trademark Registrations or U.S. Copyright Registrations in question, and proof that such rights are currently valid.
- C. Evidence as to the products and/or materials being used by the Accused exhibitor at the Event which are asserted to be covered by the Complainant's IP rights.
  - For example, clear photos of products or copies of materials being shown at the Event (photos of products from other locations besides the Event or pictures from websites will not suffice).

*Please note that Management requests that any Complainant contact Management to take photos of the alleged infringing product/materials. Complainant should not attempt to take such photos.*

- D. Contact information for a designated representative of the Complainant authorized to act on Complainant's behalf at the Venue/Event.
  - The request information includes name, title, email and phone number where the designated representative can be reached during the Event.

Complainant must allow Management at least 24 hours to review and act, as appropriate in the sole discretion of Management, on the evidence provided by Complainant and to respond to Complainant with the steps, if any, Management intends to take.

**Exhibitors are advised that Management will not interpret claims of a utility patent, interpret the scope of protection for a registered trademark or registered copyright, or specifically make any judgments as to the sufficiency of disclosures in patents, the validity of any patents, likelihood of confusion between different marks, fame of a mark, dilution of a mark, fair use of another's mark, priority of rights in a mark, what amounts to a substantial taking of a copyrighted work or what is a fair use of a copyrighted work.**