



## BOOKING FORM/CONTRACT EXHIBITION SPACE

### CONTACT DETAILS

Company Name:		
Contact Person:		
International VAT nr		Purchase order N° (if applicable)
Invoice Address:		
Postal code	City	Country
Tel	Fax	E-mail

### EMAC 2012 EXHIBITION PACKAGES

#### Table Top Package includes the following:

##### EXHIBITION

- One white back or lateral panel
- K-Line board with company logo printed in colours (approx. 225 cm x 1 m - final art work not included)
- One table
- One bookshelf display
- Standard carpet
- Two chairs
- Storage space
- Electric consumption and cleaning

##### BENEFITS

- One exhibitor badge including coffee breaks & lunches during the conference
- One Conference registration
- Exhibitor listed in the Final Programme and on the Conference Website

**COST: 950,00 € + VAT (23%)**

#### Book Launch or Project Show Case includes the following:

- Room rental with basic material for 4 hours (2 hour set up and maximum 2 hour use)
- Production of one roll up with company logo, approx. 216 cm x 100 cm (final art work not included) and rental of metallic support structure.
- Sound and projection system including set up
- Printing of leaflets to be inserted in all Conference bags (800 units, 21 cm x 10 cm – final art not included)
- Book Launch or Project Show Case will be mentioned in the Final Programme and on the Conference Website

**COST: 2 500,00 € + VAT (23%)**



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Rates are in €uro, per unit/service and include the service described. Rates do not include services such as final arts, transport, shipping, custom handling or any other expense not mentioned.

The conference organizers reserves the right to increase presented costs of booth rental and exhibition materials/services should VAT or any other official charges are imposed by law.

### EXHIBITION BOOKING

(Please mark the items of your choice with “X” in the right side column and fill out total amount in the bottom line)

Item	Description	Cost	I would like to book
1	1 x Table Top Package	950,00 € + VAT (23%)	
2	2 x Table Top Package	1900,00 € + VAT (23%)	
3	Book Launch   Project Show Case	2500,00 € + VAT (23%)	
4	Optional Furniture & Decor	Please see Exhibitors Manual	
<b>Total Amount of Exhibition booking:</b>			

### ADDITIONAL SPONSORSHIP BOOKING

(Please mark the items of your choice with “X” in the right side column and fill out total amount in the bottom line)

Item	Description	Cost	I would like to sponsor
1	Final Programme Advertising – One full page advertisement	1.000€	
2	Final Programme Advertising – Half page advertisement	600€	
3	Delegate Bag Inserts	500€	
4	Conference Pocket Guide	2.400€	
5	USB with Abstracts	9.000€	
6	Congress DVD	6.000€	
<b>Total Amount of Additional Sponsorship items:</b>			

### GENERAL TERMS OF CONTRACT:

- Exhibition space and sponsor items will be allocated on a first come first serve basis.
- Only exhibition space with paid deposit will be taken into consideration for allocation.
- It is the exhibitors’ responsibility to comply with the general rules and regulations of the conference venue.
- It is the exhibitors’ responsibility to comply with any national legislation with regard to exhibition, publicity, the handing out of any samples, and the sale or promotion of any products and marketing material. The exhibition organizers cannot be held liable for any non-compliance.

### GENERAL TERMS OF PAYMENT:

- Upon receipt of this booking form Leading will issue an invoice corresponding to 25% of the total amount of the sponsor package booked.



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- The agreement concerning the exhibition space/additional sponsorship items will only be considered confirmed and valid upon receipt of the 25% deposit of the total amount agreed.
- Remaining balance of total amount (75%) is due by 1 May 2012.
- Payments to be made in Euro (€) via bank transfer or credit card.
- International/national checks will not be accepted as mean of payment.
- VAT at legal rate at the date of the issuing of the invoice will be added to presented amounts.
- Payment via bank transfer must be calculated to cover all fees by both the sending and receiving bank. Proof of deposit payments made via bank transfer should be provided in order for organization to validate payment.

### TERMS OF CANCELLATION:

- In the event that a company needs to cancel exhibition space or sponsorship this must be communicated in writing to Leading | **e-mail: emac2012@leading.pt**
- Refund of booked exhibition space and sponsorship items will be granted as follows for cancellation requests received in writing:
  - *...Until and on 31 March 2012: Full refund (less 150€ administrative fee) of total value of the exhibition space/sponsor package booked will be granted.*
  - *...From 1 April - 30 April 2012: Refund 50% of the total value of the exhibition space/sponsor package booked will be granted.*
  - *...From 1 May 2012: No refund of paid sponsorship package will be granted.*

### PAYMENT INFORMATION (SPECIFY METHOD OF PAYMENT)

• **Bank Transfer \_\_\_\_\_(specify date)**

Leading (Address: Largo da Lagoa, 15 F | 2795-116 Linda-a-Velha | Lisboa - Portugal),  
 Bank: BES  
 Account Nr: 1080 0052 0006  
 IBAN: PT50 0007 0108 0000 0520 0068 8  
 BIC/Swift: Bank identifier Code: BESCPTPL

• **Credit Card**

Credit card number:	Exp Date:
Auth code:	Cardholder Name:

### BOOKING FORM/ CONTRACT VALIDATION:

Please return a duly signed and stamped copy of this booking form to:

**Leading / Attn: EMAC 2012** e-mail: emac2012@leading.pt  
 Largo da Lagoa 15, F 2795-116 Linda-a-Velha / Lisboa T. + 351 21 771 26 34 F: + 351 21 771 26 39

Date \_\_\_\_\_

Authorized Company Signature \_\_\_\_\_

Name (block letters) \_\_\_\_\_