

## EXHIBIT REGISTRATION FORM

Exhibit dates : **September 17-19th 2019** – Location: Le Corum, Montpellier, France

Company:			
Street address:			
City:		State:	
ZIP code:		Country:	
Web site:			
<b>Point-of-Contact</b>			
Name:			
Telephone:			
Email:			
Booth size (cost excl. VAT):	3x2m <sup>2</sup> (3000€)	6x2m <sup>2</sup> (6000€)	9x2m <sup>2</sup> (9000€)
Booth number preferences: (see <a href="#">exhibit floor plan</a> )	1 <sup>st</sup>	Booths assignment will be done on a first-come first-served basis. If none of your preferred booths are available, the Conference will propose alternative positions.	
	2 <sup>nd</sup>		
	3 <sup>rd</sup>		

### Invoice information

VAT number:	
	An additional 20% VAT will apply to companies without an European intracom VAT number.
<b>Invoicing Address (if different from above)</b>	
Point-of-contact:	
Company:	
Street address:	
City:	State:
ZIP code:	Country:

### NOTE

- An invoice and payment information will be provided when this form is processed. Full payment is required within 30 days of invoice date for the booth registration to be confirmed.
- Cancellation policy: a cancellation fee of 10% will apply to confirmed registrations for cancellation requests sent prior to May 30th, 2019. Refunds for cancellation requests sent after May 30th cannot be guaranteed and will be processed after the conference.
- Each booth will be supplied with a shell wall, one table, two chairs, electricity, Wi-Fi, trash can and company name sign.
- Each exhibitor will receive two complimentary registrations for the Conference Technical Sessions. Short Course registration is not included.
- Exhibitor rules are listed on next page. Conference site rules and detailed manual will be sent to confirmed registered exhibitors in May 2019.

I have read and agree to the RADECS 2019 exhibitor rules and I am authorized to reserve a RADECS2019 exhibit booth for my company.

Name	Date	Signature

Return this form by email to [exhibit@radecs2019.org](mailto:exhibit@radecs2019.org) before May 30<sup>th</sup>, 2019.

## EXHIBITOR RULES

- 1. Qualification for Exhibitor:** Exhibitors must be manufacturers that produce products or perform services that conform to the subject matter covered by the RADECS technical program. RADECS reserves the right to accept or reject any exhibitor.
- 2. Exhibitor Space Rental Charge:** Exhibiting space will be rented at 3000€ for each 2x3 meter exhibit..
- 3. Cancellation Policy:** Due to advance financial commitments, refunds of the per-booth deposit requested after May 30, 2019 cannot be guaranteed. Consideration of requests for refunds will be processed after the conference. Requests sent prior to May 30, 2019, will be refunded less 10% processing fee.
- 4. Booth Materials Provided by the Conference:** Each booth will be supplied with a 2x3 meter shell wall, one table, two chairs, low-power electricity, spotlights, Wi-Fi, trash can and company name sign.
- 5. Exhibitor Registration:** Each exhibitor will receive two complimentary technical session registrations for each 2x3 meter booth rental. Additional staff must register as technical attendees. There are NO exhibit-only badges.
- 6. Additional services:** All exhibitors will receive equipment and service order forms at least 60 days prior to the Conference that will list the available services and their respective additional cost. Additional services will be invoiced separately from the exhibiting space rental charge.
- 7. Freight Movement:** All freight sent to the conference site will be placed in exhibit booths by the established setup time. Exhibitors may deliver their own equipment directly to the exhibit booths after that time.
- 8. Installation/Dismantling:** Please refer to exhibit schedule for specific installation and dismantling times.
- 9. Exhibit Hours:** Every effort is being made to assure attendees' participation in the RADECS 2019 exhibit. For specific hours of the exhibit, please refer to the exhibit schedule. To encourage foot traffic, catered functions will be held in the exhibit area.
- 10. Compliance with Local Rules:** Exhibitors assume responsibility for compliance with pertinent ordinances, regulations, and codes of duly authorized bodies concerning fire safety and health, and the rules and regulations of operators and owners of the property in which the exhibit is held.
- 11. Insurance:** Exhibiting companies must have an insurance covering their equipment and supplies throughout the event; The organizers and venue owners require proof of insurance prior to the event and will not be held responsible in case of loss, theft or damage of equipment or supplies. The organizing parties are covered for third party liability during the event. Organizers do not take any liability for loss, theft or damage to personal belongings and to equipment during the Conference; should not be liable to the participant for any special, consequential or incidental damages (personal injury or accident) howsoever arising during the period of the Conference. It is the responsibility of the participants to take out medical insurance as well as liability insurance on their own.
- 12. Security:** The exhibit area will be locked during non-conference hours;. RADECS will provide a locked storage room for exhibitors use during the conference.