

## Sponsorship Opportunity Booking Form\*

Please complete and return to the EBCC-9 Conference Secretariat

**Email:** [gertrude.kort@ecco-org.eu](mailto:gertrude.kort@ecco-org.eu) **Fax:** +32 (0) 2 775 02 00

- Save the PDF to your desktop and open with Acrobat Reader
- Complete the form electronically: Use purple "Add Text" tool above the form to fill in
- When completed electronically, please print out and sign
- Only completed signed forms will be accepted

### Company Name and Address

The company name as it should appear in official listings, e.g. in the programme book:

Name: .....

Contact person: .....

Address: .....

Postal code:..... City: .....

Country:..... Tel:.....

Email: .....

### Communication Agency

If you have appointed a third party to act on your company's behalf:

Name agency: .....

Contact person: .....

Email: .....

Tel:.....

***\* Only company/corporate advertising is permitted. Drug-related adverts are not permitted in the EBCC-9 collateral.***

**We would like to book the following:**

<input type="checkbox"/>	Poster USB & Poster Viewing Station	€ 60 000
<input type="checkbox"/>	Scientific Programme Webcasts	€ 45 000
<input type="checkbox"/>	Abstract Book on USB	€ 35 000
<input type="checkbox"/>	Internet Zone	€ 10 500
<input type="checkbox"/>	WiFi Access	€ 8 000
<input type="checkbox"/>	Conference App	€ 5 000
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<input type="checkbox"/>	Conference Pens & Notepads	€ 6 000
<input type="checkbox"/>	Water Dispensers	€ 5 000
<input type="checkbox"/>	Branded Tea & Coffee Cups	€ 5 000

**Invoicing Data**

- Only one invoice address may be used. If an invoice is subsequently requested using a different address, a EUR 100 administrative fee will be charged
- All invoices must be settled in full by the payment date indicated on the invoice (30 days) or before the start of the conference should this date fall first
- In the event that an invoice remains unpaid after a settlement date, EBCC reserves the right to deny access to the conference.

**Company or agency to be invoiced:**

Company name: .....

Company VAT number: .....

Purchase order number: .....

Contact person: .....

Address: .....

Postal Code:..... City: .....

Country:..... Tel:.....

Email: .....

Payment can only be made by bank transfer



## Agreement

On behalf of ..... (add company name), I hereby agree to be bound by the EBCC-9 Invitation to Industry and all the general conditions as outlined below.<sup>1</sup>

Date: ..... Name: .....

Signature: .....

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<sup>1</sup> This application is legally binding on the company pending its acceptance in writing by the organiser

## General Terms of Contract

The following conditions of participation refer to allocation of Satellite Symposia by EBCC to companies booking a sponsorship opportunity at EBCC-9 insofar as the contractual partners do not reach contrary agreements in writing.

### Establishment of contract

- Application for a sponsorship opportunity is made by filling in and returning the Sponsorship booking form to ECCO, the EBCC-9 Conference Secretariat.
- Only completed and signed booking forms will be taken into consideration. By signing the booking form, the company accepts the conditions contained in the Invitation to Industry and any supplementary provisions.
- Confirmation of the allocation of a Satellite Symposium by EBCC in writing constitutes establishment of contract between the company and EBCC.
- A Sponsorship assignment and invoice will be sent by email. The date of the sponsorship opportunity assignment is considered to be the date of allocation. If the contents of the Sponsorship assignment deviate from the contents of the company's application, the contract is based on the assignment issued by EBCC unless the company objects in writing within two weeks after the date the assignment was sent.

### Appointed agencies

- Application for a Sponsorship opportunity must be submitted by the company under whose name each session is to be listed. Correspondence in this regard must be made exclusively between this company and EBCC.
- Companies should inform EBCC in writing which agency is appointed. Otherwise no request from agencies will be taken into consideration.
- It is not the role of any given agency to make initial enquiries or reservations with EBCC independently of the company.
- The company is responsible for communicating these regulations to its staff and its appointed agencies.
- This named agency cannot fully act as if it were the company itself and the company will continue to be held entirely responsible and accountable for activities organised in its name.

### Procedure

- **Application**  
Applications will be dealt with on a first-come, first-served basis.
- **Payment deadlines**

Assignments will be cancelled automatically if the related cost has not been paid within the given time period. In such cases the cancellation fee will be applicable following the cancellation policy.

### Exhibition Stand

An exhibition stand of minimum 18 sqm is required to book a sponsorship opportunity. Cancelling your exhibition space will also mean cancelling your sponsorship opportunity.

### Terms of Payment

A first deposit of 50% of the total rate will be sent within 2 weeks following the confirmation. Payment is due within 30 days following the date of the invoice.

The balance (50%) is due not later than 15 December 2013. Corresponding invoices will be sent out by EBCC in due time before the deadline for receipt of payment.

If charges are not paid within the prescribed time, the item will be released and any loss incurred by the organiser by such non-payment shall be made good by the defaulting company.

### Value Added Tax

With the introduction of the European VAT law (Directive 2008/8/EC: article 3 concerning the amendment of articles 53 and 54 of Directive 2006/112/EC), which became effective 1 January 2011, services and ancillary services relating to cultural, artistic, sporting, scientific, educational, entertainment or similar activities, such as fairs and exhibitions, including the supply of services of the organisers of such activities, are no longer subject to VAT in the country where the event is taking place when supplied to taxable persons, but are subject to VAT where the customer has established his business (Reverse Charge).

However, according to the new article 53 of Directive 2006/112/EC, the supply of registrations is still subject to VAT in the country where the event is taking place, even when supplied to taxable persons.

### Cancellation Policy

The company cancelling its support after the official application has been accepted will be liable to pay the following fees:

- If the sponsorship opportunity cannot be reallocated to another company:
  - 25 % of the total rate, if the cancellation request is received in writing by 31 July 2013



- 50 % of the total rate, if the cancellation request is received in writing by 13 December 2013
- 100 % of the total rate, if the cancellation request is received in writing after 13 December 2013
- If the item can be reallocated to another company, the company will receive a full refund of deposits paid, less administrative fees of 10% of the total rental rate, with a minimum of 250 EUR.

#### **Administration fees/invoicing changes**

Invoices will be addressed according to the invoicing data provided by the company. If a billing change is requested (i.e. company name change or address change) an administration fee of 100 EUR (excl. VAT) will be charged to the company.

#### **Indebtedness**

Payments not received by the first day of the conference (19 March 2014) will be subject to a 10% penalty fee.

#### **Refunds**

Any refunds of deposits paid will be made after the conference but not later than 30 June 2014. The company will not be entitled to any interest that the organiser may have derived from deposits made by the exhibitor. All bank charges, including sender's and receiver's charges, resulting from a refund related to cancellation or reduction of sponsorship opportunities will be at the charge of the company.

#### **Postponement or Abandonment**

The organiser reserves the right to postpone the conference including the technical exhibition, or to transfer it to another site, if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the Satellite Symposium, the organiser will not be held liable for expenses incurred other than the cost of rental of the time slot.

Unexpected cancellation of the event: EBCC reserves the right to cancel without notice or compensation EBCC-9 in the event of force majeure cases (strikes, fires, terrorist attacks, damages or other fatal occurrences). In such cases, EBCC is freed of all responsibility.

#### **Limitation of Liability of EBCC-9**

In the event of it being impossible for EBCC to carry out EBCC-9 for force majeure cases (strikes, fires, terrorist attacks, damages or other fatal occurrences), so long as this arises from a cause not attributable to EBCC, EBCC shall only be obliged to reimburse the payments received subject to deduction of any costs it has incurred in preparing the event.

#### **Bankruptcy or Liquidation**

In case the organiser of a Satellite Symposium becomes bankrupt or enters into liquidation other than for the purpose of restructuring or merger, or has a receiver appointed, the conference organiser shall be at liberty to terminate immediately the contract with the Satellite Symposium organiser, to cancel the allocation of exhibition space to the exhibitor and to forfeit all sums paid by the company.

#### **Security and Insurance**

Neither the organiser nor its contractors shall be responsible for the safety of any exhibit or other property of the Satellite Symposium organiser or any person. Neither the organiser nor its contractors shall be responsible for the loss, damage or destruction by any cause of the exhibits or other property, or for loss, damage or injury sustained by any exhibits or any other persons. The Satellite Symposium organiser shall indemnify the organiser and its contractors to third persons, as a result of any act or omission of the Satellite Symposium organiser, its staff, agent or personnel hired on a temporary basis.

As the organiser and its contractors will accept no responsibility for any of the foregoing matters, the Satellite Symposium holder should affect his/her own insurance against any risk of loss due to theft or negligence, damage, injury or liability. The holder agrees not to pursue the organiser for any previously listed risks.

#### **Enforcement of Rules**

Applies equally to all. All organisers of satellite symposia must comply with all rules and policies established by EBCC.

#### **Claims Procedures, Place of Performance and Jurisdiction**

All claims by the Satellite Symposium organiser against EBCC must be in writing. The maximum time lapse is 3 months from the closure of the Conference. Agreements which deviate from these conditions or from the supplementary regulations must be in writing; facsimile signature suffices. The contract is governed exclusively by Belgian law; the English text is authoritative.

#### **Final Clause**

In cases not covered by the regulations in this Invitation to Industry, EBCC interpretation shall be final.