

## SPONSORSHIP AND EXHIBITION BOOKING FORM

Please complete this form in CAPITAL LETTERS and submit to **Veronica Kopec** at vkopec@theiet.org

Please call Veronica +44 (0) 1438 765 676 if you wish to discuss any of the packages or alternative options in more detail. More branding opportunities are also available.

**Platinum, Gold and Silver sponsors have first choice of exhibition stands until 1 June 2017.**

Please indicate your method of payment:

BACS

Credit card

**NEW! The exhibition for 2018 will commence at the welcome drinks reception in the evening of Monday 9 April and conclude after the last refreshment break on Thursday 12 April.**

The company name given on this form will be used for all publicity. Please advise if anything different is required.

Please note that the email address used on this booking form will unfortunately not be able to be used to book any extra stand personnel or delegate registrations outside of your package. For these, please use an alternative email address

The delegate pass as part of your package cannot be used against an author registration.

EurAAP European Association on Antennas and Propagation 3/3 86c Avenue du Port, box 204 - 1000 Brussels, Belgium

### Company Details

Company name:

Contact First name:

Contact last name:

Company VAT number:

Address:

Town/City:

Postcode/ZIP:

Country:

Email:

Telephone:

### Company Details for Invoicing (if different from above)

Company name:

Contact First name:

Contact last name:

Company VAT number:

Address:

Town/City:

Postcode/ZIP:

Country:

Email:

Telephone:

### Sponsorship packages

*Amount excl. VAT*

Platinum (maximum 3)

€17,500.00

Gold (maximum 3)

€11,000.00

Silver

€8,000.00

Bronze

€4,400.00

### Exclusive packages

Dinner Sponsor

€15,000.00

Delegate Bag Sponsor

€11,500.00

Drink Reception Sponsor

€11,000.00

EuCAP 2018 App Sponsor

€10,000.00

USB Sponsor

€9,500.00

Delegate Badge Lanyard Sponsor

€9,500.00

### Add on packages

Best Paper Awards Sponsor

€4,000.00

Mobile Charging Boxes

€3,000.00

Industrial Workshop (100-minutes slots)

€2,500.00

Advert in the programme book (full page A5)

€700.00

Delegate bag insert

€700.00

BRANDING Escalators up to Capital Suite

€4,500.00

BRANDING Pillar Wraps (10 available)

No.

Each €1,500.00

BRANDING stair risers (3 available: top, middle or bottom)

No.

Each €1,500.00

### Exhibition

Free Space Package (3m x 6m)

No.

€6,000.00

Shell Scheme Package (3m x 3m)

No.

€3,500.00

**Total**

## CONDITIONS OF BOOKING

### Prices and VAT

The rates for sponsorship and exhibition packages are in Euros, excluding VAT. The local UK VAT applying is 20%. All sponsors and exhibitors shall pay VAT, whatever their nationality. VAT applies to services executed on UK Territory. However, a company from the European Union (and Switzerland) who supplies their own intra-community VAT number and proof of that number, shall be invoiced excluding VAT (although the exhibition stand should be declared to the tax authorities in the country of origin) for the sponsoring and exhibition services only. The registration for the conference as well as the extra stand personnel passes cannot be invoiced including VAT. Foreign exhibitors may claim for the reimbursement of VAT as stipulated by the regulations, through an approved body. In no case shall, EurAAP be called upon to make such claims.

### Payment

The full amount of the booked packages is due 30 days after the receipt of the invoice. If the payment has not reached the EuCAP bank account at that date, the allocation of the booth and the booking of a sponsor package will not be guaranteed.

### Exhibition space allocations

It is understood that the organisation reserves the right, in the interests of optimum traffic control and exhibit exposure, to relocate those exhibits which may be affected by a change in the floor plan.

The exhibition space allocation will be done on a first-come, first-serve basis: the date of receipt of this booking form by the organisers will be used as a reference.

**Important:** Platinum, Gold and Silver sponsors are entitled to a booth or floor space and will be allowed a first choice of location if the sponsorship is confirmed before 1 June 2017 (first choice location according to the sponsor package ranking).

### Additional orders

Extra stand personnel passes will be available at €80 per day. This pass does not allow access to the conference sessions. The stand personnel passes and delegate registrations will be bookable online with the registration link that will be sent at a later time. The passes are for the stand staff only and are not transferable.

### Cancellation

In the event of cancellation and provided that written notice is received by 15 January 2018, a refund of 50% of the total fee will be made. If notice of cancellation is received after 15 January 2018 or is not received, no refund will be made.

### Disclaimer

For reason beyond our control, EurAAP has the right to alter or cancel the Conference or any arrangements, timetables, plans or other items. The participants, exhibitors and sponsors shall not be entitled to any compensation for damage that results from such alteration or cancellation. Furthermore, with the exception of any willful damage or gross negligence committed by EurAAP, EurAAP shall not at any time be liable for any direct or indirect damage supported by the participants, including consequential and immaterial damage, caused by failure to comply with any provision of this document.

The information that you provide to EurAAP will be used to ensure we provide you with products and services that best meet your needs. This may include the promotion of EurAAP products and services by post and /or electronic means. Your information will also be used to produce event materials, including badges.

I hereby agree with EurAAP terms and conditions.

Name

Date

Company

Signature