



# SPONSORSHIP APPLICATION FORM

Please send to [meet@meetandwork.com](mailto:meet@meetandwork.com)

<b>COMPANY NAME:</b>	
Full Address:	
Post Code:	City:
Country:	Phone:
<b>E-mail:</b>	
<b>VAT Code:</b>	
<b>SDI CODE (for Italian companies only – codice destinatario):</b>	
Contact person:	

Please send an invoice for the settlement of my payment.

DESCRIPTION		Amount due
<b>SPONSORSHIP PACKAGES</b>		
<input type="checkbox"/>	DIAMOND SPONSOR	..... €
<input type="checkbox"/>	PLATINUM SPONSOR	12,000.00 €
<input type="checkbox"/>	GOLD SPONSOR	9,000.00 €
<input type="checkbox"/>	SILVER SPONSOR	6,000.00 €
<b>SCIENTIFIC SPONSORSHIP</b>		
<input type="checkbox"/>	COMPANY SYMPOSIUM (60')	7,000.00 €
<input type="checkbox"/>	EVENING POSTER SESSION	6,000.00 €
<input type="checkbox"/>	HOSPITALITY SUITE	4,000.00 €
<b>EXHIBITION</b>		
<b>PREMIUM EXHIBITOR PACKAGES</b>		
<input type="checkbox"/>	PACKAGE 1 (3X2 sqm space) [booth n° 3,4,7,8,10] Booth n..... (first choice) Booth n ..... (second choice)	5,800.00 €
<input type="checkbox"/>	PACKAGE 2 (4X2 sqm space) [booth n° 1] Booth n.....	6,800.00 €
<b>BASIC EXHIBITOR PACKAGES</b>		
<input type="checkbox"/>	PACKAGE 1 (3X2 sqm space) [booth n° 2,5,6,9,11,12] Booth n..... (first choice) Booth n ..... (second choice)	4,500.00 €
<b>TABLE SPACE</b>		
<input type="checkbox"/>	Table space.....	3,000.00 €
<b>MARKETING PROPOSALS</b>		
<input type="checkbox"/>	BADGE LANYARDS (500 pieces)	6,000.00 €
<input type="checkbox"/>	CONFERENCE BAGS (500 pieces)	5,000.00 €
<input type="checkbox"/>	CO-WORKING AREA	5,000.00 €
<input type="checkbox"/>	CONFERENCE KIT (500 pieces)	2,000.00 €
<input type="checkbox"/>	BACK COVER PAGE ADVERTISEMENT IN CONFERENCE PROGRAM	4,500.00 €
<input type="checkbox"/>	INSIDE FRONT COVER PAGE ADVERTISEMENT IN CONFERENCE PROGRAM	3,500.00 €
<input type="checkbox"/>	INSIDE BACK COVER PAGE ADVERTISEMENT IN CONFERENCE PROGRAM	3,000.00 €
<input type="checkbox"/>	FULL PAGE ADVERTISEMENT IN CONFERENCE PROGRAM	2,500.00 €
<input type="checkbox"/>	CONFERENCE BAG INSERTS	1,500.00 €
<b>CATERING PROPOSALS</b>		
<input type="checkbox"/>	WATER FOUNTAINS with Company logo	2,500.00 €
<input type="checkbox"/>	COFFEE BREAK	3,000.00 €
<input type="checkbox"/>	WELCOME RECEPTION (contribution or exclusive)	..... €
<input type="checkbox"/>	FACULTY DINNER (contribution or exclusive)	..... €
<b>DIGITAL PROPOSAL</b>		
<input type="checkbox"/>	Wi-fi exclusive sponsorship	5,000.00 €

**PERSONALIZED SPONSORSHIP TO BE DISCUSSED AND AGREED WITH THE ORGANISING SECRETARIAT**

<input type="checkbox"/>		..... €
		Total amount

Amounts are 22% VAT excluded - 22% VAT only applies to Italian Companies

**RESERVATION POLICY: Deadline for reservation: April 30.**

Reservations will be made on a first-come-first served basis.

**CANCELLATION POLICY:** No refunds will be made after May 31, 2024.

**PAYMENT INFORMATION:** Sponsorship and exhibit costs are payable to Meet and Work in Euro by a credit card or bank/wire transfer. The full balance is due by May 31, 2024. Please select from the payment options below:

**Credit Card**                      Card Type:  Visa                       Master Card

**Bank/Wire Transfer to:**

**Intesa San Paolo SPA**  
 IBAN: IT5300306962321100000009350  
 ABI: 03069; CAB: 62321  
 C/C: 100000009350 CIN: O  
 SWIFT: BCITITMM

\_\_\_\_\_  
 Place and date

\_\_\_\_\_  
 Signature of applicant

## **EXHIBITION: General conditions**

### **1. ADMISSION TO THE EXHIBITION**

Companies are invited to display their products, present their activity and services as well as their specific know-how at the Exhibition area. Companies registering for the Exhibition undertake to participate and to show its services and products. These activities are restricted to the rented space. The purpose of the exhibit program is to further the education of the scientist and due to that exhibits must be of an educational character: emphasize instruments, products and services for use in teaching and research. In keeping with the educational purpose of the exhibit program, sales and order-taking (entering into a contract of sale) are discouraged during the Conference. The Organization reserves the right to decide which companies shall be admitted to the Exhibition.

### **2. RENTING EXHIBITION SPACE**

2.1. The Organization rents exhibition space in accordance with the compatibility of the items to be exhibited with the subject matter of the Exhibition.

2.2. The "Sponsorship Application Form" will have to be filled out and sent to the Conference Secretariat before April 30, 2024.

2.3. Upon receipt of the application form, the exhibiting company will receive the corresponding invoice. The "Exhibitor's Technical Manual" will be mailed in June 2024.

### **3. ASSIGNMENT OF SPACE**

3.1. Spaces will be assigned by the Organization on a first-come, first-served basis.

Whenever possible, space will be allotted according to the Exhibitor's choice, but the final arrangements will be determined by the Organization in such a way as to produce the most advantageous grouping of the exhibits.

3.2. Space assignment will be cancelled automatically if the rental cost is not paid at due time, and the space will not be available for the company. If this were the case, advance payments will not be refunded.

### **4. STAND**

4.1. Exhibits must be displayed for the entire duration of the Exhibition. The Organization is entitled to have exhibits removed from the stand if their display runs counter to the principles of fair competition or does not comply with the display program.

4.2. Details of prices given in the form of signboards or stand lettering and references to sales of products already affected or details of suppliers and customers are not permitted.

4.3. The Exhibitor undertakes to leave the space in the same condition it was when he moved into the space. Any damage caused to the space or to the building will be at the cost of the Exhibitor.

### **5. CHANGES**

5.1. The Organization reserves the right to deviate from the space confirmation and to allocate a space in a different location, to alter the size of the space, to relocate or close entrances and exits in the Exhibition area and to carry out any other structural alterations wherever needed due to special circumstances.

5.2. Alterations to the agreement will only be made after mutual consultation. If in such cases the interests of the Exhibitor are unreasonably impaired, he may withdraw from the contract in writing within one week after receipt of notification of this type of alteration.

5.3. Given serious cause (e.g. industrial action, etc) the Organization is entitled to postpone, reduce the duration or close the Exhibition completely or in part for any period or to cancel it.

5.4. In the event of complete or partial postponement or curtailment, the contract is regarded as valid for a possible new date and duration unless the Exhibitor protests in writing within a period of five days after notification of the alteration.

5.5. In case of war, mobilization, strike, lock-out, regulations of the authorities or other circumstances beyond control of the Organizer, that might render it impossible or difficult to carry through an arrangement, the Organizer shall be entitled to remove, in whole or in part, the arrangement to other premises and to postpone the accomplishment of the arrangement. The Organizer shall not be liable to pay compensation to the Exhibitor or be bound to reimburse the rental exhibition space paid.

## 6. SUB-LEASING

Sub-leasing of exhibit space is not permitted. Neither may two companies share the same leased space.

## 7. TERMS OF PAYMENT

7.1. Each company will receive the corresponding invoice, which must be paid within a maximum of 20 days from the date of invoice and always before the Conference celebration. Payments should be made by bank transfer in Euros (€). Bank details will be provided on the invoice. However, as per point 3.1 of this document, assignment of space will only be confirmed when payment is received.

7.2. The Exhibitor renounces the right to offset counterclaims against rent payable in time unless the counterclaims are undisputed or have been confirmed by a court of law.

7.3. If the Exhibitor fails to meet his financial obligations for additional expenses and other claims arising from the contract, the Organization is entitled to retain exhibits and the stand equipment and to sell them by public auction or by private contract at the expense of the Exhibitor. The statutory provisions on realization of objects seized are thus settled.

7.4. Invoicing: all the invoices have to clearly state the VAT number or TIN (Tax Identification Number for non E.U. companies) in the corresponding section of the application form.

## 8. CANCELLATION OR REDUCTION

8.1. By the Organization: Due to unforeseen circumstances, the Organization may modify or cancel the celebration of the Exhibition. In this case, Exhibitors will be reimbursed the amounts paid, after deduction of any expenses incurred. No other claims will be admitted.

8.2. By the Exhibitor: Notification of an exhibitor's decision to cancel or reduce space must be made in writing to the Conference Secretariat.

8.3. Refunds for cancellations:

- On or before May 31, 2024: Refund of 50% of the total rental cost.
- After May 31, 2024: No refund will be given.

## 9. EXEMPTION FROM LIABILITY

The exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save the conference secretariat, the venue and their officers, employees, and agents, from harm against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of the exhibiting premises or a part thereof, excluding such liability caused by the sole negligence of the venue. In addition, the Exhibitor acknowledges that Organising Secretariat, and the venue do not maintain insurance covering the Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain insurance.

10. REGULATIONS

The Exhibition is governed by these regulations and by the instructions issued by the Organization. The Exhibitor undertakes to abide by the clauses of the regulations and observe the directives issued by the Organization. The decisions of the Organization may not be appealed. In unforeseen cases, the interpretation of these regulations will be the exclusive attribution of the Organization.

11. CLAIMS PROCEDURES, PLACE OF PERFORMANCE AND JURISDICTION

11.1. The contract is governed exclusively by the Italian Law; the English text is authoritative.

11.2. Place of performance and jurisdiction is Italy.

12. FINAL CLAUSE

The "Sponsorship application form" constitutes the rental contract between the Exhibitor and the Organization. The contract is based on the terms and conditions set out in this document. By this agreement, the Exhibitor is bound to comply with the technical rules stated in the "Exhibitor's Technical Manual" and other rules indicated by the venue.

\_\_\_\_\_

Place and date

\_\_\_\_\_

Signature of applicant

## 8. SPONSORSHIP: General conditions

### 1. ADMISSION

Companies are invited to promote themselves by sponsoring products and services. The Organization reserves the right to decide which companies shall be admitted as sponsoring companies.

### 2. APPLICATION

2.1. The "Sponsorship Application Form" will have to be filled out and sent to the Conference Secretariat before April 30, 2024.

2.2. Upon receipt of the application form the sponsoring company will receive the corresponding invoice.

### 3. CONFIRMATION

3.1. Sponsorship requests will be assigned by the Organization on a first-come, first-served basis.

3.2. Assignment will be cancelled automatically if the corresponding amount has not been paid within the given time period.

3.3. In case of war, mobilization, strike, lock-out, regulations of the authorities or other circumstances beyond control of the Organizer, that might render it impossible or difficult to carry through an arrangement, the Organizer shall be entitled to remove, in whole or in part, the arrangement to other premises and to postpone the accomplishment of the arrangement. The Organizer shall not be liable to pay compensation to the sponsoring company or be bound to reimburse the amount paid.

### 4. TERMS OF PAYMENT

4.1. Each company will receive the corresponding invoice, which must be paid within 20 days from the date of invoice and always before the Conference celebration. Payments should be made by bank transfer in Euros (€).

4.2. Invoicing: all the invoices have to clearly state the VAT number or TIN (Tax Identification Number for non E.U. companies) in the corresponding section of the application form.

### 5. CANCELLATIONS

5.1. By the Organization: Due to unforeseen circumstances, the Organization may cancel the agreement of sponsorship. In this case, the sponsoring company will be reimbursed the amounts paid, after deduction of any expenses incurred. No other claims will be admitted.

5.2. By the Sponsorship: Notification of a sponsor's decision to cancel must be made in writing. Refunds for cancellations:

- On or before May 31, 2024: Refund of 50% of the total rental cost.
- After May 31, 2024: No refund will be given.

### 6. REGULATIONS

The sponsorship is governed by these regulations and by the instructions issued by the Organization. The sponsoring company undertakes to abide by the clauses of the regulations and observe the directives issued by the Organization. The decisions of the Organization may not be appealed. In unforeseen cases, the interpretation of these regulations will be the exclusive attribution of the Organization.

7. CLAIMS PROCEDURES, PLACE OF PERFORMANCE AND JURISDICTION

7.1. The contract is governed exclusively by the Italian Law; the English text is authoritative.

7.2. Place of performance and jurisdiction is Italy. The Organization reserves the right, however, to bring its claims before the courts competent for the area where the sponsoring company has its registered office.

8. FINAL CLAUSE

The sponsorship application form constitutes the contract between the sponsoring company and the Organization. The contract is based on the terms and conditions set out in this document. By this agreement, the sponsoring company is bound to comply with the rules indicated by the Organizers.

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Place and date

\_\_\_\_\_

Signature of applicant