



# 37<sup>th</sup> European Congress of Cytology

Dubrovnik-Cavtat, Croatia  
30<sup>th</sup> September - 3<sup>rd</sup> October 2012

## EXHIBITION BOOKING FORM

Please complete all details and send to:

### 37<sup>th</sup> European Congress of Cytology

Ksenija Žunić

PENTA, I. Kršnjavoga Str. 25, 10000 Zagreb, Croatia

Tel. +385 1 462 86 09, Fax +385 1 455 32 84, Email: ksenija.zunic@penta-zagreb.hr

CONTACT NAME: .....

COMPANY NAME: .....

NAME (as to appear in all Congress publications): .....

ADDRESS: ..... CITY: .....

POST / ZIP CODE: ..... COUNTRY: .....

TELEPHONE: ..... FAX: .....

EMAIL: ..... WEBSITE: .....

### WE HEREBY APPLY TO BOOK EXHIBITION SPACE ONLY / SHELL SCHEME SPACE

Choice	Stand No.	Space Only/ Booth	No of Sq. Meters	Total Amount
1 <sup>st</sup> Choice				
2 <sup>nd</sup> Choice				
3 <sup>rd</sup> Choice				

### VAT in Croatia currently at 23% (subject to change)

Special notes: Please indicate if your stand must be located adjacent to or opposite the following companies, or if special configuration is needed

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- Provisional Booking – The booth will be released if not confirmed within 14 days
- Please call me to discuss our sponsorship package
- Please send me a first deposit invoice for 60% of the total amount due

We accept the Terms and Conditions as contractual agreement and agree to abide by "Information for Sponsors and Exhibitor" booklet.

Signature: ..... Date: .....





## TERMS AND CONDITION

These terms are the contractual agreement between the Organizer and the Exhibiting / Sponsoring Firm (Exhibitor/s / Sponsor/s).

### **Application to Participate**

Application to participate will be considered only if submitted on the appropriate forms, duly completed. Registration will be confirmed insofar as space is available. Applicants will be informed in writing of the acceptance or refusal of their application. In case of refusal, all payments shall be fully refunded. In case of acceptance Sponsors/Exhibitor will be bound by the Terms and Conditions listed in the prospectus and/or contractual agreement.

### **Obligations and Rights of the Exhibitor/Sponsor**

Registration implies full acceptance by the Exhibitors/Sponsors of the exhibition / sponsorship regulations. Any infringement of these regulations may lead to immediate withdrawal of the right to participate in the Congress without compensation or refund of sums already paid, and without prejudice to the Exhibitor/Sponsor.

By submitting an application to participate, the Exhibitor /Sponsor make a commitment to occupy the space /items allocated and to maintain his/her installation until the date and time fixed for closure of the event.

The Exhibitor/Sponsor may only present on his/her stand or space the materials, products or services described in the application to participate.

No advertising on behalf of firms not exhibiting is permitted in any form whatsoever. Transfer or sub-letting of all or part of the allocated spaces is prohibited.

### **Obligation and Rights of Organizer**

The Organizer undertakes to allocate exhibition space/sponsorship items space as far as possible on the basis of the preference expressed by applicants. Application will be considered in order of receipt of application forms accompanied by payment.

The Organizer reserves the right, in case of absolute necessity, to modify the positioning of stands, with no obligation to provide compensation to Exhibitors/Sponsors. The Organizer reserves the right to offer to a different firm any stand, space or sponsorship item that has not been occupied by the event of the opening of the Congress, with no obligation to provide compensation to the defaulting Exhibitor / Sponsor.

### **Liability Insurance**

Equipment and all related display materials installed by Exhibitors / Sponsors are not insured by the Organizer, and the Organizer under no circumstances will be liable for any loss, damage or destruction caused to equipment, goods or property belonging to Exhibitors / Sponsors. The Exhibitor / Sponsor agrees to be responsible for his property and person and for the property and persons of his employees and agents and for any third party who may visit his space through full and comprehensive insurance, and shall hold harmless the Organizer for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy.

### **Exhibition Regulations**

The Exhibition Manager, acting under direction of the Organizing Committee, has the final decision as to the acceptability of displays. Exhibitors are not to share with others any space allotted to them without prior written consent by the Exhibition Manager.

The Organizer reserves the right to alter the general layout or limit the space allotted to each Exhibitor / Sponsor, postpone the exhibition or transfer it to another site if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the exhibition, the Organizer will not be held liable for expenses incurred other than the cost of exhibit space rental fees.

All exhibits are to be displayed so as to avoid blocking aisles, obstructing adjoining booths, damaging the premises or the leased equipment. Exhibitors are kindly requested to allow sufficient see-through areas, which ensure clear views of surrounding exhibits.

In standard booths, height is restricted to 280 cm. Exhibitors are responsible for the cost and execution of the design, installation and delivery of their display to (and its removal from) the exhibition site.

Flammable materials are not to be used. Equipment displayed or demonstrated must be installed with strict adherence to safety measures.

Exhibitors undertake to observe the timetable designated for completion of their display before the exhibition opening and its dismantling at the close of the exhibition. No dismantling or packing of the display before the designated hour. It is the Exhibitor's responsibility to pack and remove or consign for shipment all items of value prior to leaving their exhibit unattended, otherwise the Organizer will arrange for their removal at the Exhibitor's risk and expenses.

Exhibitors are obliged to ensure that their stands are permanently staffed during the exhibition opening hours. Payment is to be made in accordance with the conditions of payment listed in the prospectus.

Should the Exhibitor /Sponsor fail to make a payment on time, the Organizer is entitled to terminate the contract, withdraw confirmation of acceptance, make other arrangements for the stand/ sponsorship items or seek compensation for non-fulfillment of contract.

### **Cancellation / Modification Policy**

Cancellation or reduction of sponsorship items must be made in writing to the Congress Secretariat. The organizers shall retain:

- 10% of the agreed package amount if the cancellation/ modification is made before March 1, 2012,
- 50% of the agreed package amount if the cancellation/ modification is made between March 2 and June 1, 2012
- 100% of the agreed package amount if the cancellation/ modification is made after June 2, 2012

Participation by Exhibitors/Sponsors is dependent upon compliance with all rules, regulations and conditions stated herein. Access to the exhibition is authorized on presentation of a badge issued by the Organizer. Exhibitors' badges will not be mailed in advance and may be collected from the Exhibition Manager's desk.

The Organizer ensures daily cleaning of the aisles. Exhibitors /Sponsors are responsible for the cleaning of their stands. The provision of refreshments for the participants by Exhibitors is only permitted if the catering regulations of the exhibition building concerned are observed.

Exhibition areas and fittings made available to Exhibitors must be handed back in their original condition. In case of damage or loss of equipment provided, or damage to areas occupied, repair and replacement will be charged to the Exhibitor.

Any special decoration or fittings must be submitted to the Organizer for prior authorization. Advertising panels and display are not permitted outside the exhibition areas allotted to Exhibitors. The Organizer will not approve stands, which do not comply with the accepted standards, until the necessary changes have been made.

### **Code of Practice**

It is the Exhibitor's / Sponsor's responsibility to comply with the local authority's regulations, EFPIA (European Federation of Pharmaceuticals Industries & Associations) [www.efpia.org](http://www.efpia.org) and IFMPA (International Federation of Pharmaceutical Manufacturers & Associations) [www.ifpma.org](http://www.ifpma.org) Code of Practice on the Promotion of Medicines. Failure to comply with these regulations may not be used as a ground to declare the contract void. Failure to comply with the Rules and Regulations will not expose the Organizer to any suits, demands by the Sponsors/Exhibitor/any third party.