



8th Congress of European Microbiologists  
7-11 July 2019 | Glasgow, Scotland

## Sponsorship & Exhibition Booking Form FEMS 2019

Please note that all acknowledgements of your company and listing of company name and address will be generated from the following information.

Please complete all details and send to Niels Fibæk Bertel: [nfb@cap-partner.eu](mailto:nfb@cap-partner.eu)

With this form we hereby confirm that we wish to book the below items for the below specified amounts under the specified terms and conditions.

### CONTACT INFORMATION

Company name (To appear on promotional material)

Contact name

Email address

Contact number

+

### INFORMATION FOR INVOICING PURPOSES

Name of organisation to be invoiced (If different from above)

Name of contact (If different from above)

Address of organisation to be invoiced

VAT. Number

P.O. Number (If needed)

## Please select your requirements

### PACKAGES (See full details on page 7 in sponsor and exhibitor manual)

Platinum Package (including 12 sqm stand)	€ 19,500	Exhibition 18 sqm	€ 9,000
Gold Package (including 12 sqm stand)	€ 12,500	Exhibition 15 sqm	€ 7,500
Silver Package (including 9 sqm stand)	€ 7,000	Exhibition 12 sqm	€ 6,000
		Exhibition 9 sqm	€ 4,500
		Exhibition 6 sqm	€ 3,000
Choose sqm. (Each additional sqm. € 400)		The total sqm. price	€

### PROMOTIONAL OPPORTUNITIES

Lunch time Symposium 60 minutes € 15,000	Congress Lanyards € 5,500 ex. production cost
Symposium 60 minutes parallel € 8,500	Poster Boards € 5,000
Product presentation € 4,000	Mobile application € 5,000
Advert/banner on registration confirmation mail € 7,500	Notepads and Pens € 2,500 ex. production cost
Advert/banner on practical information mail € 7,500	Coffee break € 5,000 per day ex. production cost
Welcome reception € 7,500	Bag inserts € 500 for sponsors/exhibitors
Mini Program € 5,000	Final programme advert € 1,500
Congress bags € 5,000 ex. production cost	

Total €

### PREFERRED STAND

1<sup>st</sup> choice

2<sup>nd</sup> choice

3<sup>rd</sup> choice

Please indicate preferred stand number

## Terms of payment

- 60% upon receipt of the Support agreement and first invoice
- 40% by January 7<sup>th</sup>, 2019

All payments must be received before the start date of the Congress. Should the Supporter fail to complete payments prior to the commencement of the Congress, the Organizer will be entitled to cancel the reservation while cancellation will be subject to cancellation fees as determined below.

- Reservations made less than 6 months before the Congress will be subject to 100% payment upon reservation.
- Reservations made less than 30 days before the Congress should provide credit card details.

## Payment methods

**Check** Please make checks payable to FEMS2019, Glasgow

**Bank Transfer** Please make drafts payable to FEMS 2019, Glasgow

Bank charges are the responsibility of the payer

## Cancellation/Modification policy

Cancellation or modification of items must be made in writing Niels Fibæk Bertel [nfb@cap-partner.eu](mailto:nfb@cap-partner.eu)

The organizers shall retain:

- 10% of the agreed package amount if the cancellation/ modification is made before December 9<sup>th</sup>, 2018 inclusive
- 50% of the agreed package amount if the cancellation/ modification is made between December 10<sup>th</sup>, 2018 – April 10<sup>th</sup> 2019, inclusive
- 100% of the agreed package amount if the cancellation/ modification is made after April 10<sup>th</sup>, 2019

### **SIGNING**

By signing this form, you agree to adhere to the Exhibition Terms and Conditions.  
An invoice will be issued once your space allocation has been confirmed.

We accept the contract terms and conditions.  
I am authorised to sign this form on behalf of the applicant/Company.

Date

Signature

Please send the completed form together with your company logo and website address to [nfb@cap-partner.eu](mailto:nfb@cap-partner.eu)