



**8th World Congress
of Biomechanics**
8-12 July 2018
Dublin, Ireland
www.wcb2018.com



Exhibition and Sponsorship Booking Form WCB 2018

Please complete and return by email to Email: expo@wcb2018.com

Ensure you complete and return with a high resolution logo and provide a correct web address for marketing

EXHIBITION BOOKING DETAILS

Exhibition Stand Name as to appear on official branding: _____

Exhibition Position Preference Please ensure to provide top 3 choices:

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Exhibition Space required Please circle below the exhibition space required (in meters)

3 x 2 (6m) 3 x 3 (9m) 4 x 4 (16m) 8 x 4 (32m) Other: _____

Please confirm you wish to book the shell scheme package: Yes No

Exhibition Stand Total Price: €

SPONSORSHIP BOOKING DETAILS

Please indicate below the sponsorship opportunity you wish to book.

Item 1: _____

Item 2: _____

Item 3: _____

Sponsorship Items Total Price: €

Note that VAT will be applied to all booked items where relevant. Current rates is at 23% Irish VAT.

INVOICE DETAILS

Please provide full details below as they should appear on your companies invoice. Ensure that your Vat number is provided as this may cause delay in confirming your booking.

Date of booking: _____ (dd / mm / yr)

Company Name: _____

VAT Number: _____

PO Number: _____

Contact Name: _____

Tel: _____ Email: _____

Billing Address: _____

Country: _____ Signature: _____

An immediate 50% deposit invoice will be issued based on the congress payment conditions. If you prefer to receive a full value invoice please tick here

Stand Contact Details: If the representative managing your exhibition stand logistics is different to the invoicing contact – please provide below:

Name: _____ Email: _____

Tel: _____



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Exhibition & Sponsorship Booking - Terms & Conditions

Cancellations/Postponement & Payments

50% of amount is due immediately as deposit for all bookings. Balance of payments must be received 6 months prior to the congress – 7 January 2018. All invoices must be paid within 30 days of the invoice date. Payment can be made by bank wire transfer or credit card. Bank details will be provided on all invoices. All bank charges are the responsibility of the sender. If the Client fails to submit full payment 4 months prior to the event, Keynote PCO can cancel the Client's participation in the Exhibition with no refund of monies received.

Should an Exhibitor/Sponsor wish to cancel any of its participation (sponsorship, exhibition space, shell scheme, stand services etc.), written notification must be sent to the Exhibition & Sponsorship Manager.

Refunds will be based on the following schedule:

- ◆ Before 7 January 2018 – Paid 50% deposit is non-refundable. 25% of any additional monies received will be refunded
- ◆ After 7 January 2018 – No refund available

In the event that the conference is postponed for any given reason, the exhibitor/sponsor/advertiser will not be entitled to cancel the exhibition space/sponsorship/advertising or to obtain monetary compensation, but the benefits that have been agreed will remain in place for the rescheduled event. In the event that the conference is cancelled for any given reason, the organisers will refund the exhibition/sponsorship/advertising money to the relevant company, minus any benefits that have been received by the company prior to the cancellation and any expenses incurred by the organisers with respect to the provision of the agreed benefits.

Stand Assignment, Exhibition Construction & Staff

Premier Sponsors will be offered first preference on exhibition booth location. The remainder of the booths will be allocated strictly on a first come, first served basis and will be confirmed in writing, by the Exhibition & Sponsorship Manager with your bookings invoice. If the standard shell scheme is not required and a custom designed stand is to be constructed, please provide a diagram of the proposed stand, with details and dimensions. All display constructions require the approval of the Exhibition & Sponsorship Manager 4 months prior to the congress. No stand may be higher and outside the dimensions as booked according to their package and the exhibition technical manual.

Preferences and priorities requested by the Exhibitor/Sponsor as to booth space location will be respected whenever possible. The Exhibition & Sponsorship Manager however reserves the right to make reasonable transfers as to the location of the Exhibitor/Sponsor's booth should any circumstances arise where it is deemed necessary. No transfers will be made without prior notice to the Exhibitor/Sponsor. Any changes in booth locations do not entitle the Exhibitor/Sponsor to cancel the exhibition space or obtain monetary compensation.

The organisers reserve the right to alter the layout of the exhibition area and to remove sections of the space and features such as posters, catering and internet café where or as required.

Exhibitors agree to be present the full duration of the exhibition during the congress. Set up and Dismantling of any stands must only occur during the specific allotted timings.

Exhibitors are entitled to the number of staff passes indicated in their exhibition package. Additional passes are charged at a rate of €225 per person.

Insurance and Safety

The organisers cannot be held responsible for any loss of damage of/to any equipment brought in for the Exhibitor/Sponsor's exhibition stand. The Exhibitor/Sponsor is therefore advised to ensure to take out adequate insurance cover as necessary including Employers Liability & Public Liability cover, insurance to cover loss of damage to exhibits or other personal property. In addition the Exhibitor/Sponsor is required to show proof of their insurance liability in the event of damage to the venue. Exhibitors and their representatives shall indemnify and hold harmless WCB, Keynote PCO, the Convention Centre Dublin and their affiliated agents and employees from any or all liability

The complete Rules & Regulations will be published in the Technical Information Manual (Exhibition) which will be issued to all exhibitors 12 months before the event. The Rules & Regulations must be fully observed by exhibitors, their contractors and their personnel. The organisers reserve the right to demand changes to, or closure of, any stand that does not conform to these Rules & Regulations. If an exhibitor fails to comply with these rules and regulations, the organisers reserve the right to reclaim its exhibition space and resell it, and all monies paid by the exhibitor shall be forfeited.

Once an exhibiting company has reserved exhibition space, modular booth and/or stand services, it agrees to abide by the payment conditions and cancellation policy plus all further rules and regulations in the technical information manual.