

Exhibitor order form – 22nd International Conference & Exhibition

Monday 30th May – Friday 3rd June 2022, Hilton Geneva Hotel, Geneva, CH

euspen, Building 90, Cranfield University Campus, College Road, Cranfield, Beds MK43 0AL, UK
Tel: +44 (0)1234 754023, Email: info@euspen.eu

EXHIBITOR DETAILS (these will appear in the conference programme unless otherwise stated)

BOOTH: 1st choice _____ 2nd choice _____ 3rd choice _____ COMPANY NAME _____ DATE: _____

ADDRESS:

POSTCODE: _____ TEL: _____

CONTACT NAME (include title: Prof. Dr, Mr, Miss): _____

EMAIL: _____

INVOICE DETAILS (PLEASE INCLUDE MANDATORY VAT REGISTRATION NUMBER)

BOOTH NUMBER: _____ COMPANY NAME: _____ DATE: _____

INVOICE ADDRESS:

POSTCODE: _____ TEL: _____ FAX: _____

CONTACT NAME: _____ EMAIL: _____

VAT REGISTRATION NUMBER (INCLUDING COUNTRY CODE): _____

EXHIBITOR BOOTH DETAILS

DESCRIPTION	MEMBER PRICE	NON MEMBER PRICE (INCLUDES 2022 MEMBERSHIP TO EUSPEN)
BRONZE exhibition booth (3m x 2m) - (2 exhibitor registrations included)	€2950*	€3365*
GOLD exhibition booth (6m x 2m) - (2 exhibitor registrations included)	€4950*	€5365*
IS SHELL SCHEME IS REQUIRED (included: complimentary stand walls, 2 spotlights, 1 table, 2 chairs, 3-way power socket)	YES	NO

NAMEBOARD - Free service for shell scheme only

PLEASE PRINT CLEARLY

Company name to appear on Fascia / Name board (32 Character and spaces)

Booth Number:

In all cases, abbreviations will be used, i.e. Limited = Ltd. Company = Co. Brothers = Bros. Exhibitors should make sure that the details submitted on this form correspond with those submitted for the Conference program. Please indicate special additions eg.: è, ò, ñ, etc. **Onsite orders will be produced as soon as reasonably possible.**

EXHIBITOR SPACE ONLY / NO SHELL SCHEME

		PLEASE TICK		PLEASE TICK
DO YOU REQUIRE A TABLE?	YES		NO	
DO YOU REQUIRE 2 CHAIRS?	YES		NO	
DO YOU REQUIRE ELECTRICITY (3-WAY POWER SOCKET)	YES		NO	
BOOTH NUMBER				

Exhibitors are allowed two free registrations to the event. Registration must be done via our **online registration form**.

Would you like to give a company presentation at our commercial session? YES or NO

(This is on a first come, first served basis to let you give a short PowerPoint presentation to our international audience).

EXHIBITOR EVENT SPONSORSHIP OPPORTUNITIES

		PLEASE TICK		PLEASE TICK
DO YOU WANT TO BE A WELCOME RECEPTION SPONSOR? €300+VAT	YES		NO	
DO YOU WANT TO BE AN EXHIBITOR DRINKS SPONSOR? €300+VAT	YES		NO	
DO YOU WANT PROMOTION THROUGH THE EXHIBITOR SOCIAL MEDIA PACKAGE? €350+VAT	YES		NO	
WOULD YOU LIKE TO PLACE AN A4/A5 FLYER INSIDE OUR WELCOME PACK? €500+VAT	YES		NO	
DO YOU WANT TO PLACE AN ADVERT INSIDE THE CONFERENCE PROGRAMME? €750+VAT	YES		NO	
ARE YOU INTERESTED IN RECEIVING OTHER SPONSORSHIP PACKAGES INFO	YES		NO	

Signed.....

Date.....

Please ensure you read and agree to the terms and conditions below before signing.

TERMS & CONDITIONS

Cancellation policy for reserving exhibition booths. Should you wish to cancel your booth reservation, please email dishi-phillips@euspen.eu The following cancellation fees apply:

Free cancellations until March 30th 2022. Cancellations received on or after April 1st 2022; your exhibition booth fee will be refunded less a 10% administration fee. *In the unlikely event of COVID-19 restrictions still being in place for 2022, we will consider all requests fairly. All cancellation requests need to be in writing.*

Electricity

One electrical socket (with 3 power points) will be supplied to all booths. Extension cables will not be supplied unless specified and will be subject to an additional charge.

Additional items (eg tables, chair, showcases) are available upon request and subject to additional charges.

Disclaimer

euspen will attempt to safeguard exhibitor's stands and equipment but excludes all liability for damage in set-up procedures, during the conference or in dismantling by the venue, exhibitors or delegates. euspen excludes damages suffered as the result of faulty rented objects, untrue information regarding space allocation, stand size or other deficiencies in the service provided unless the exhibitor immediately complains in writing, except in the event of intent or gross negligence by euspen. For comprehensive cover, exhibitors are advised to take out their own insurance. Exhibitors will be liable for any damage to the Technical University of Denmark, DK in set-up and dismantling.

Invoices will be issued in April 2022.

*Prices stated for exhibition booths exclude VAT.