



INSPIRE Conference 2016

Barcelona, 26th - 30th September



Sponsorship and exhibitor form, terms and conditions

<p>SPONSOR / EXHIBITOR COMPANY DETAILS</p> <p>Company Name:</p> <p>Company name for the board of the stand (maximum 25 characters):</p> <p>Contact Name:</p> <p>Job Title:</p> <p>Address:</p> <p>City:</p> <p>County / State:</p> <p>Postal Code / Zip:</p> <p>Country:</p> <p>Phone:</p> <p>Email:</p> <p>VAT Number:</p> <p>Signature</p>	<p>SCHEDULE</p> <p>After the reception of this form, the Exhibition Committee will confirm the availability of the requested sponsorship / exhibition space and its price.</p> <p>If sponsorship / exhibition space is available, companies will proceed with a deposit of 50% as a down payment within 15 days. After this payment, a first invoice will be issued for such amount.</p> <p>2nd invoice and payment in full: An invoice for the remaining 50% will be issued on July 1st, 2016. Payment due on August 1st, 2016.</p> <p>All payments must be made in full prior to the exhibition opening. If second payment is not received your reservation will be cancelled and no refunds of the down payment will be done.</p> <p>CANCELLATION OF EXHIBIT SPACE</p> <p>The Exhibitor may cancel the stand by notice in writing to the Organizers. The following cancellation penalties will apply:</p> <ul style="list-style-type: none">• 25% of the cost of the booth if cancelled before June 30th, 2016.• 50% of the cost of the booth if cancelled during July, 2016.• 100% of the cost of the booth if cancelled after July 31st, 2016.								
<table border="0" style="width: 100%;"><tr><td style="width: 50%; text-align: center;">SPONSOR REQUEST</td><td style="width: 50%; text-align: center;">EXHIBITOR REQUEST</td></tr><tr><td><input type="radio"/> Platinum</td><td><input type="radio"/> Exhibitor: D... (please select your preferred location)</td></tr><tr><td><input type="radio"/> Gold: B... (please select your preferred location)</td><td><input type="radio"/> Mini booth: E... (please select your preferred location)</td></tr><tr><td><input type="radio"/> Silver: C... (please select your preferred location)</td><td></td></tr></table> <p style="text-align: center;">Sponsorship and stands will be assigned on a <i>first come, first serve</i> basis</p>		SPONSOR REQUEST	EXHIBITOR REQUEST	<input type="radio"/> Platinum	<input type="radio"/> Exhibitor: D... (please select your preferred location)	<input type="radio"/> Gold: B... (please select your preferred location)	<input type="radio"/> Mini booth: E... (please select your preferred location)	<input type="radio"/> Silver: C... (please select your preferred location)	
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<p>SPECIFIC SPONSORSHIP (write your request and we shortly will contact you):</p>	<p>PLEASE EMAIL THIS FORM TO:</p> <p style="text-align: center;">inspire2016@icgc.cat</p>								



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TERMS AND CONDITIONS

General terms and conditions

1. To consider the reservation in force, present form and conditions must be sent signed and the down payment done. Sponsor / Exhibitor will therefore accept the present Terms and Conditions in full.
2. Exhibitors must be always accredited. ID, to be provided by the Organizers should be always visible.

Conditions referred to stands

3. Exhibitors may use their stand area according to the exhibition schedule, stated in the current document. Exhibitor commits to respect the stand occupation without exceeding the mentioned schedule. Mounting and dismantling activities should be done at the scheduled time.
4. If, for exceptional reasons or force majeure, the Organizers are in the obligation to change the stand location hired previously, shall inform the customer by offering other features and similar prices.
5. The placement of posters, banners or decals, stickers or similar things, on the walls, floors, ceilings or columns within or outside the installations of the Congress Hall are not allowed without a prior written authorization. To do so, it is obliged to use supports.
6. Moreover, the ornamentation of the installations rented must be respected at all times, without adding, moving or suppressing anything present in them without prior authorization.

External companies

7. The Congress Hall provides a manual addressed to external companies and suppliers that must be obeyed. If an exhibitor is authorized to work with an external company or supplier, they must be aware of the strict legislation in questions of safety and hygiene at work. Exhibitors and external companies will respond to the damages, which might be caused by accident where there is fault or negligence, leaving the Congress Hall and the Organizers exempted from the same.
8. If an intervention of a third company is required for a different business activity at the venue, be aware that those activities may interfere and create a risk situation different than the ones specified at the risks evaluation.
9. For these reasons and according to the Law 31/95 of Prevention of Industrial Risks, Article 24. Business activity coordination, the company hired by the Exhibitor will have to submit to the Congress Hall specific documentation before starting the works.

Safety measures

10. Exhibitors will permit the adoption of all control and safety measures established by authorities, the management of the Congress Hall and / or the Organizers.
11. Exhibitors agree to observe the norms in force on safety, and especially in what refers to the emergency exits and fire prevention measures. In no case may any access fire exit or fire hydrant be blocked. The location of any fire-fighting material such as fire hoses and fire alarms, as well as access to emergency exits, must be strictly respected at all times. Access to

service areas, cables, socket outlets and fuse boxes must also be respected at all times.

Aspects not allowed

12. Any activity or equipment considered dangerous by the Congress Hall or Organizers will be not allowed. In no case may any inflammable material or dangerous and disturbing object be introduced in the exhibition. The use of UAVs must be authorized by the Organizers and the Congress Hall case by case. Ad-hoc insurance will be required.
13. No live animals, except guide dogs, are allowed in the Congress Hall.
14. It is not allowed to introduce food and beverages at the Congress Hall.
15. Smoking (e-cigarettes included) is strictly forbidden in all facilities of the Congress Hall, in compliance with Law 42/2010.

Insurances

16. Liability insurance. The exhibitor must subscribe an insurance policy in order to cover every risk occurred during the Conference, including the loading and unloading days. Organizers decline any responsibility for acts caused by the Exhibitor.
17. Exhibitors formally declares that his staff is insured, and covered by social security and other labour and tax obligations foreseen in the legislation in force, declining the Congress Hall and/or Organizers any possible claim or involvement in these matters

Exhibitors' responsibilities

18. Exhibitors are responsible for the damage caused to the installations rented by all staff under his orders.
19. The Organizers are not responsible for loss or damage to properties, values or leaves deposited material in the exhibition area.

Data protection

20. In compliance with Law 15/1999, of December 13, Protection of Personal Data (LOPD), we inform that the personal information you have provided voluntarily has been incorporated into an automated file owned by the Institut Cartogràfic i Geològic de Catalunya established in Parc de Montjuïc, 08038 Barcelona, with the aim of carrying out the management and development of trade relations as well as the personal data required to perform business coordination demanded by the current regulations in Occupational Safety and Health. You may exercise your rights of access, rectification, cancellation and opposition at the Institut Cartogràfic i Geològic de Catalunya, Parc de Montjuïc, 08038 Barcelona; phone +34 93 567 1500; fax +34 93 567 1567; email icgc@icgc.cat.

Legal jurisdiction

21. In case of disagreement or discrepancy in the interpretation or enforcement of these conditions, the Exhibitor accepts the Courts of Justice of Barcelona and expressly renounce to any other that may correspond.