

RESERVATION FORM

Company Name	Invoice Address
Representative/ Contact Person for exhibition Purpose	Country
E-mail	Website
Tel.	
VAT-ID-No. (compulsory for EU members)	Your order reference number (if necessary)

Preferred stand location no. _____ (The preferred stand allocation is not binding)

Type	Price per sqm	Total EUR + VAT
6 sqm booth	300 EUR per sqm	
9 sqm booth	275 EUR per sqm	

EXHIBITOR NAME (Name of your organisation for the Event Catalogue and the online exhibitors' list):

NAME ON STAND FASCIA BOARD if applicable (max. 20 letters):

SPONSORSHIP PACKAGES

Package	Price EUR	Quantity	TOTALS
Platinum Sponsor	25,000		EUR
Gold Sponsor	15,000		EUR
Silver Sponsor	10,000		EUR
Bronze Sponsor	3,000 + booth		EUR
Basic Sponsor	1,000 + booth		EUR
Conference Satchel	3,000		EUR
Note Pads and Pens	2,000		EUR
Badge Lanyards	2,000		EUR
Gala Dinner Sponsor	8,000		EUR
Welcome Reception Sponsor	5,000		EUR

Exhibition booth

6 sqm - 1800 EUR ☐

9 sqm - 2500 EUR ☐

Bronze level +3000 EUR

Basic level +1000EUR

- One Complimentary Registration
- Featured sponsor of promotion material
 - Website
 - E-blast
 - Conference Programme
 - Onsite
- Acknowledgment by the MC during the Opening Ceremony

Optional choices:

Three items included in the bronze sponsorship

Optional choices:

One item included in the basic sponsorship

Plenary Session—flyer on seats ☐

Conference gift—Satchel Insert ☐

Foot prints ☐

Newcomers' session ☐

Branded Water bottles ☐

Staff t-shirt ☐

Product Demonstration ☐

Speaker's Ready Room ☐

1/2 page ad in programme book ☐

Session room named after you ☐

Charger Station ☐

Lunch Break ☐

Satchel Insert ☐

Registration desk— roll-up ☐

Coffee Breaks ☐

PAYMENT OPTIONS Payment must be made in EUR by:

Credit Card (Visa, Eurocard, MasterCard)

Credit card Number Expiry date __ / __ (month/year)

Credit card holder..... Signature

Bank transfer

Danske Bank

Lyngby Branch

Lyngby Hovedgade 25

DK-2800 Kgs. Lyngby

Acc. No.: 2138825496

IBAN: DK353000 2138825496

SWIFT-BIC: DABADKKK

By signing, I confirm that I agree with the exhibition policies, as outlined here below.

The signed Reservation Form constitutes a legally binding contract for both parties.

.....
Place and Date

.....
Name and Surname
of the presentative in charge (in capital letters)

.....
Authorised signature

Please send this reservation form to:

International Federation of Surveyors
Kalvebod Brygge 31-33
DK-1780 Copenhagen V
DENMARK

Via email: FIG@fig.net / Claudia.stormoen@fig.net

An acknowledgement, terms and conditions and confirmation will follow.

Sponsorship Booking & Payment Conditions

Sponsorship will be allocated only on receipt of signed Sponsorship Booking Forms. A letter of confirmation will be provided to confirm the booking, together with an invoice. The balance is due and payable by the stated due date.

All monies are payable in EUR. Cheques should be made payable to the FIG2017/FIG Office and must be drawn on an Danish bank.

All monies due and payable must be received (and cheques cleared) by the FIG Office prior to the event. No company will be listed as a Sponsor in any FIG2017 material until full payment and a booking form have been received by the FIG Office.

CANCELLATION POLICY: In the event of cancellation, a service fee of 50% of the total fees applies for cancellations prior to 17 January 2017. No refunds will be made for cancellations after this date. After sponsorship has been confirmed and accepted, a reduction in sponsorship is considered a cancellation and will be governed by the above cancellation policy.

No Sponsor shall assign, sublet or apportion the whole or any part of their sponsorship package except upon prior written consent of the FIG Office.

Sponsorship monies will facilitate towards the successful planning and promotion of the Congress in addition to subsidising the cost of management, communication, invited speakers, program and publications. Sponsorship monies are not expended on any entertainment incurred which is incidental to the activities of the Working Week.

Privacy Statement – YES I consent to my details being shared with suppliers and contractors of the event to assist with my participation, being included in participant lists and for the information distribution in respect to other relevant events organised by the International Federation of Surveyors, FIG.

Exhibition Booking & Payment Conditions

Exhibition space will be allocated only on receipt of signed Booking Forms. A letter of confirmation will be provided to confirm the booking, together with an invoice. The balance is due and payable by the stated due date.

All monies are payable in EUR. Cheques should be made payable to the FIG2017/ FIG Office and must be drawn on an Danish bank.

All monies due and payable must be received (and cheques cleared) by the FIG Office prior to the event. No exhibition participants will be allowed to either begin move-in operations or be listed in the on-site publications until full payment and a booking form have been received by the FIG Office.

CANCELLATION POLICY: In the event of cancellation, a service fee of EUR 1,000.00 applies (per exhibition booth booking) to cancellations prior to 17 January 2017. No refunds will be made for cancellations after this date. After space has been confirmed and accepted, a reduction in space is considered a cancellation and will be governed by the above cancellation policy. Reduction in space can result in relocation of exhibition space at the discretion of the FIG Office.

The FIG Office reserve the right to rearrange the floor plan and / or relocate any exhibition space without notice. The FIG Office will not discount or refund for any facilities not used or required.

No exhibition participant shall assign, sublet or apportion the whole or any part of their booked space except upon prior written consent of the FIG Office.

Privacy Statement – YES I consent to my details being shared with suppliers and contractors of the event to assist with my participation, being included in participant lists and for the information distribution in respect to other relevant events organised by the International Federation of Surveyors, FIG.