

Registration Form

Event title

Place and date of the event

	Yes	No
1. Registration for the exhibition and stand personnel		
2. Registration of employees for the event = 20% discount (for exhibitors only)		
3. Sponsoring		

The following items are included in the exhibition fee of EUR 1,890.- per exhibition stand. All prices are net prices excluding VAT.

- One person as stand personnel
- For the stand personnel: lunch and refreshments as for event participants
- Maximum size of the exhibition stand: ca. 3 x 2 m
- Tables, chairs, and electric current
- Personal support on site

1. Registration for the Exhibition

Company Data/Address for invoice:

Company Name	
Contact	
Department	
Address	
Phone	
Fax	
E-mail	

Stand personnel: It is essential for the organisation of the exhibition that you register at least one person as permanent contact (**free-of-charge stand personnel**). For further stand personnel, we will charge you a flat rate of **EUR 350 per person**. Please give us the names of the persons who will be present at your stand already at registration time.

Registration for *free-of-charge* stand personnel

Last name, first name					
Department					
Phone		Fax		E-mail	

Registration for *additional* stand personnel

Last name, first name					
Department					
Phone		Fax		E-mail	

2. Registration of Employees for the Event

Apart from the exhibition, you have the opportunity to attend the lectures. As an exhibitor you are granted a **20% discount (on the regular registration fee, not on ECA or APIC member discounted rates)** for **your employees**. This offer is valid for employees of the exhibiting company only and cannot be transferred to third persons. The respective regular registration fees can be found in the event programme. You will get information on room reservations together with the registration confirmation.

Participant #1 (20% discount)

Last name, first name					
Department					
Phone		Fax		E-mail	

Participant #2 (20% discount)

Last name, first name					
Department					
Phone		Fax		E-mail	

Participant #3 (20% discount)

Last name, first name					
Department					
Phone		Fax		E-mail	

3. Sponsoring

☐ **Lanyards – Promotional name badge cords with your logo!**

Each conference delegate will receive a lanyard with your company logo at the registration to hold the name badge.
Number and delivery on request.

Costs: € 800.00 plus VAT

☐ **Writing pads and pencils with your logo!**

Writing pads and pencils (provided by the sponsor) are distributed on each participant place.
Number and delivery on request.

Costs: € 800.00 plus VAT

☐ **Conference bags with your logo!**

Each delegate will receive a conference bag together with the course material at the registration – provided by the sponsor.

Number and delivery on request.

Costs: € 800.00 plus VAT

☐ **Coffee Break**

During the coffee break, your company's sponsorship will be displayed on stands.
In addition, there will be a notice in the event agenda.

Costs: € 800.00 plus VAT.

☐ **Your logo on the name badges!**

Let your logo accompany all delegates with their name badges.

Costs: € 800.00 plus VAT

☐ **Sponsoring the Social Event**

On the evening of the first conference day all participants are invited to a Social Event. This is an excellent opportunity to share experience with colleagues from other companies in a relaxed atmosphere.

Depending on location/city, the Social Events includes a Guided City Tour by bus, boat or walking and dinner.

Sponsored Social Event will be announced and put in the information brochure.

Costs: depending on number of participants and tour

Place, Date

Stamp / Signature

If you cannot attend the conference you have two options:

1. We are happy to welcome a substitute colleague at any time.

2. If you have to cancel entirely we must charge the following processing fees:
Cancellation

Until 4 weeks prior to the conference date 10 % of the registration fee.

Until 3 weeks prior to the conference date 25 % of the registration fee.

Until 2 weeks prior to the conference date 50 % of the registration fee.

Within 2 weeks prior to the conference date 100 % of the registration fee. CONCEPT HEIDELBERG reserves the right to change the materials, instructors, or speakers without notice or to cancel an event. If the event must be cancelled, registrants will be notified as soon as possible and will receive a full refund of fees paid.

CONCEPT HEIDELBERG will not be responsible for discount airfare penalties or other costs incurred due to a cancellation.

Terms of payment: Payable without deductions within 10 days after receipt of invoice.

Important: This is a binding registration and above fees are due in case of cancellation or non-appearance. If you cannot take part, you have to inform us in writing. The cancellation fee will then be calculated according to the point of time at which we receive your message. In case you do not appear at the event without having informed us, you will have to pay the full registration fee, even if you have not made the payment yet. Only after we have received your payment, you are entitled to participate in the conference (receipt of payment will not be confirmed)!