

# SPONSORSHIP & EXHIBIT ORDER FORM (1/3)

To expedite your order, please **DOWNLOAD** this form, fill it on your computer, and send a signed copy to:

Barbara Hill International Conference Services Ltd. Suite 300, 1201 West Pender Street Vancouver, BC, Canada V6E 2V2	Phone: [+1] 604-681-2153 Fax: [+1] 604 681 1049 Email: <a href="mailto:ICN2018-Sponsorship@icsevents.com">ICN2018-Sponsorship@icsevents.com</a>		
<b>A. EXHIBIT OPPORTUNITIES</b>			
Type (10 x 10 Booth)	Price per Booth	# of Booths	Cost (USD)
Exhibit Space	\$3,000		
Exhibit Space Non-Profit	\$1,000		
<b>Subtotal A - Exhibit Opportunities</b>			

## B. MARKETING ITEMS

Item	Price (USD)	Availability
Gala Dinner & Cocktail Reception (Exclusive)	\$20,000	AVAILABLE
Welcome Reception (Exclusive)	\$15,000	AVAILABLE
Wireless Internet (Exclusive)	\$12,500	AVAILABLE
Delegate Bag (Exclusive)	\$10,000	AVAILABLE
Onsite Mobile App (Exclusive)	\$10,000	AVAILABLE
Lanyards (Exclusive)	\$10,000	AVAILABLE
Trainee Welcome Networking BBQ (Exclusive)	\$10,000	AVAILABLE
Trainee Networking Social (Exclusive)	\$10,000	AVAILABLE
Abstract USB Stick (Exclusive)	\$10,000	AVAILABLE
Breakfast Poster Sessions (each)	\$5,000	2 AVAILABLE
Lunch Breaks and/or Box Lunches (each)	\$5,000	2 AVAILABLE
5 km Fun Run & 1 km Fun Walk (Exclusive)	\$5,000	AVAILABLE
<b>Subtotal B - Marketing Items</b>		

# SPONSORSHIP & EXHIBIT ORDER FORM (2/3)

## C. PRINT AND DIGITAL ADVERTISING

Onsite Printed Advertising		Price (USD)	Availability
	Outside Back Cover (Exclusive)	\$700	AVAILABLE
	Inside Front Cover (Exclusive)	\$500	AVAILABLE
	Inside Back Cover (Exclusive)	\$500	AVAILABLE
	Full-Page Ad	\$300	AVAILABLE
	Half-Page Ad	\$200	AVAILABLE
	Quarter Page	\$150	AVAILABLE

Digital Advertising		Price (USD)	Availability
	Enhanced Exhibitor Listing	\$1,000	AVAILABLE
	Banner Ad on Congress Website (per month)	\$1,000	AVAILABLE
	Banner Ad in pre-Congress E-Blast	\$1,000	AVAILABLE
	Banner Ad in Initial Registration Email (Exclusive)	\$3,000	AVAILABLE
	Banner Ad in Final Confirmation Email (Exclusive)	\$4,000	AVAILABLE
<b>Subtotal C– Print and Digital Advertising</b>			

# SPONSORSHIP & EXHIBIT ORDER FORM (3/3)

## D. ADDITIONAL GENERAL CONTRIBUTION TO REACH SPONSORSHIP LEVEL

<b>Subtotal D - Additional General Contribution</b> Please enter amount	
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## E. AMOUNT PAYABLE (USD ) - Some items may be subject to HST, will be reflected on invoice

<b>Total E: Subtotals A + B + C + D</b> from previous pages	
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## SPONSOR LEVELS PLEASE CHECK-MARK RESPECTIVE LEVEL ACCORDING TO TOTAL AMOUNT

<input type="checkbox"/> <b>PLATINUM</b> (minimum USD 25,000)	<input type="checkbox"/> <b>GOLD</b> (minimum USD 20,000)	<input type="checkbox"/> <b>SILVER</b> (minimum USD 15,000)	<input type="checkbox"/> <b>BRONZE</b> (minimum USD 10,000)
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## SPONSOR/EXHIBITOR INFORMATION & SIGNATURE

<b>Company Name</b>		
Company Name (as to appear on Signage and Program)		
<b>Contact Person</b>	<b>Email</b>	
<b>Address</b>		
<b>City</b>	<b>State/Province</b>	
<b>Postal/Zip Code</b>	<b>Country</b>	
<b>Phone</b>	<b>Web link</b>	
<p><b>An invoice will be sent on receipt of this order.</b> The agreement will be considered sold only upon receipt of payment. In order to avoid delays, we highly recommend all orders/agreements be faxed or emailed. ICN 2018 will not take any responsibility for late or undelivered Agreements via the mail. Items and rates are subject to change without notice. <b>PAYMENT:</b> Due 30 days from date of invoice or as indicated. ICN 2018 reserves the right to render this order null and void without notice if payment is not received by the due date. <b>CANCELLATION: Cancellation must be in writing.</b> 25% cancellation fee will apply up to <b>January 15, 2018</b>. No refunds after this date. ICN 2018 reserves the right to re-sell any Sponsorship items and/or Exhibit booths.</p> <p><b>Privacy Consent:</b> By signing this order form, you allow the Congress Secretariat to share your contact information with our official suppliers for logistical purposes. It will not be shared with any other parties.</p>		
<b>Name</b>	<b>Signature</b>	<b>Date</b>

# EXHIBIT GENERAL TERMS & CONDITIONS

ICS International Conference Services Ltd. is the official Congress Secretariat for ICN 2018.

## 1. Acknowledgment

By submitting an Order Form, the exhibitor acknowledges the present "General Terms & Conditions for Exhibitors", the domiciliary rights, and the rules and regulations of the event venue as binding. Upon completion of the exhibit space rental, the applicant will receive access to the Exhibitor Manual.

Submission of the Order Form is legally binding and not an inquiry. The Hosts and the Congress Secretariat reserve the right to reject an exhibit Order Form at any time. Exhibit opportunities may be changed or substituted without notice.

## 2. Inclusions

Exhibit space rental does not include any of the following: carpet, electricity, internet connection, labour, shipping or any other services. Once your Order Form has been processed, the Exhibitor Manual will be sent, which includes order forms for these services.

## 3. Exhibit Space Assignment

### a) Initial exhibit space assignment

Exhibit space assignments will be made by the Hosts and/or Congress Secretariat in keeping, where possible, with the preferences and priorities indicated by the exhibitor.

### b) Relocation

An exhibit may only be relocated for obligatory reasons. A relocation notice shall be given. In case of relocation of the initial exhibit space assigned, the exhibitor agrees that it has no right to cancel its participation or to claim damages from the Hosts and the Congress Secretariat.

### c) Exhibitor, Co-Exhibitor and Third Party

The exhibitor is not authorized to sublease or relinquish, in whole or in part, the assigned exhibit space to a third party. Parent companies, affiliates, and subsidiaries are exceptions. Any agency representing a technical or professional exhibitor must submit their client's name, contact information, and signature with their Order Form.

### d) Floorplan

The floorplan is a working draft and changes may be made up until one (1) week prior to the event. No warranties, either expressed or implied are made with respect to the floorplan. It is the sole responsibility of the exhibitor to verify all dimensions and locations.

## 4. Exhibit Construction

The exhibitor is liable for any damage it causes to building, floors, walls, columns, and to standard exhibit equipment. Under no circumstances may the weight of any equipment or exhibit material exceed the maximum floor load weight of the Exhibit Hall. The exhibitor accepts full and sole responsibility for any injury or damage to persons or property resulting from failure, knowingly or otherwise, to distribute the load of his exhibit material to conform to maximum floor loading specifications. All exhibits must comply with all regulation established by the safety authorities. The exhibitor should not operate in a way that violates the rights of another exhibitor. In particular, they may not obstruct the view or interfere with the traffic of other exhibitors. The height of exhibits smaller than 400 square feet (36 m<sup>2</sup>) is limited to 8.0' (2.5m). If exhibit plans are revised after approval has been sent, the revised plans need to be re-submitted for approval as soon as possible. The Congress Secretariat has the right to dispose of the exhibit at its own discretion, if the exhibitor has not commenced construction/decoration one hour prior to event opening. The exhibitor is not entitled to damage claims.

## 5. Advertisements, Sales Activities and Presentations

The exhibitor may display products that they have manufactured. They agree to confine all products, service demonstrations and other sales activities to the limits of the contracted exhibit space and within the maximum height set by Subject 5. Distribution of any material is likewise limited to said exhibit space. Exceptions may be given by the Congress Secretariat in writing. The exhibitor may not accept cash, cheques or credit cards for merchandise in the Exhibit Hall; however, orders may be taken. Exhibitors electing to take orders must do so in a manner consistent with the professional nature of the exhibition.

## 6. Giveaways, Contests and Raffle Drawings

The use of games of chance, lottery devices, musical instruments and other sideshow practices is permitted only with written agreement from the Congress Secretariat. Giveaways should be educational in nature and must be pre-approved by the Congress Secretariat.

## 7. Food and Beverage

All food and beverage must be arranged through the venue and must be contained within the exhibit space. Ordering information can be found in the Exhibitor Manual.

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### **8. Sound and Light Restrictions**

The use of amplifiers, musical performances and any other sound generating equipment - even for advertising purposes - requires an advanced written approval from the Congress Secretariat. Noisy demonstrations may be restricted or prohibited after permission if such demonstrations are considered a disruption of the general order of the event. Earphones should be provided, or devices should be enclosed in a special soundproof booth. Flashlights and revolving light equipment are prohibited. Lights from one exhibit should not disturb or damage other booths.

### **9. Exhibit Personnel**

Each exhibitor will receive two (2) staff invitation for every booth purchased in the event; if not outlined any different in the Exhibitor Manual. Exhibit staff registrations grant access to the Exhibit Hall. Further privileges may be described in the Exhibitor Manual. Once full payment is processed, the exhibitor will receive a link to an online form to register exhibit staff and book their accommodation. Badge pick-up will occur during exhibitor registration. No person will be admitted to the Exhibition area without a badge. The exhibitor agrees to maintain a staff in its exhibit space during welcome reception, networking breaks and overall show hours.

### **10. Liability Insurance and Security**

The Exhibit Hall will be locked and/or guarded during non-show hours. The exhibitor will not be allowed to enter the Exhibit Hall during non-show hours without prior consent from the Congress Secretariat. The Hosts, the Congress Secretariat and its affiliates do not bear any insurance risk and will not be held responsible for the loss, theft or damage to exhibitor supplies at all times. The exhibitor must secure appropriate liability/loss insurance at their own expense. The Congress Secretariat requires all exhibitors to provide proof of liability insurance prior to move-in. Full coverage has to be in effect for the event. The Exhibitor Manual will specify interest insured et al.

### **11. Force Majeure**

If the event is cancelled for any reason beyond the control of the Hosts and the Congress Secretariat, the latter shall not be liable for any expenses incurred by the exhibitor and shall have no other liability to the exhibitor than the refund of that portion of the rent actually received.

### **12. Amendments & Severability Clause**

Additional agreements are only legally binding if they are made in writing and are confirmed with the Congress Secretariat. The "General Terms & Conditions for Exhibitors", the Exhibitor Manual, and the Order Form will remain valid even if individual conditions should become invalid. The respective condition must then be replaced by a condition that corresponds as far as possible to the original purposes.

### **13. Cancellation/Rescission**

a) By the exhibitor:  
Please see the Order Form.

b) By the Hosts and the Congress Secretariat:

The exhibitor will be deemed to be in default, if and whenever the exhibitor fails to perform any material condition of this contract; refuses to abide by the show rules and regulations; fails to install his product in exhibit space within the times set for opening exhibits; fails to pay any amount of the contract price for exhibit space on dates specified; becomes bankrupt or insolvent or takes the benefit of any act now or hereafter in force for bankrupt or insolvent debtors or files any proposal or makes an assignment for the benefit of creditors or any arrangement or compromise; is appointed a receiver/manager for the exhibitor's property; has any steps taken or any action or proceedings instituted by the exhibitor or by any other party to dissolve, wind up or liquidate exhibitor or its assets, then the Hosts and the Congress Secretariat has the immediate right to repossess the space and expel all persons and remove all property from the space, in addition to any other rights or remedies available to it. In addition, the Hosts and the Congress Secretariat shall have the right to rent the space to others and any amount or amounts paid by the exhibitor to the Hosts and the Congress Secretariat as part of the contract price for the space may be retained by the Hosts and the Congress Secretariat as liquidated damages.

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