Industry Booking Form

Please use BLOCK CAPITALS when completing this form.

Contact Details

Organisation name:	
Contact name:	
Address for correspondence: (Confirmation letter etc.)	
Telephone: (including country and area dialling code)	
Mobile:	
Fax:	
Email:	
Organisation Twitter name:	
Address for invoicing: (if different from the above)	
Purchase Order Number:	

Partner Opportunities

Please indicate your first and second choice partnership tier options in table below, if your first choice is not available you will be allocated your second choice. Should your second choice not be available we will be in contact with you directly to discuss alternative options.

Item	Fee (excluding VAT)	1st choice (✓)	2nd choice (✓)
Gold Sponsor	**£12,000**		
Silver Sponsor	**£9,000**		
Bronze Sponsor	**£6,000**		
Welcome Reception	**£7,500**		
Congress Dinner Supporter	**£15,000**		
Coffee Breaks	**£2,000**		
Lunch carrier bags	**£2,000**		
Delegate e-station	**£10,000**		
Wi-Fi sponsor	**£7,500**		
Mini programme	**£2,500**		
Poster session	**£2,500**		
Congress App	**£5,000**		
Delegate Bag	**£8,000**		
Delegate Lanyards	**£5,000**		
Delegate Bag Insert	**£1,000**		
Video Screen displays in public areas	**£2,500**		

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Advertisement Opportunities

Item	Fee (excluding VAT)	1st choice (✓)	2nd choice (✓)
Final programme – Full page	**£2,000**		
Final programme – Half page	**£1,000**		
Final programme – Quarter Page	**£500**		
Final programme – Outside back cover	**£3,500**		
Final programme – Inside back cover	**£2,500**		

Exhibition Opportunities

Please tick your requirements below and indicate the total cost.

Item		Unit Cost	Space Required	Total Cost
Exhibition Shell Scheme (6sqm or 9sqm)		**£2,000**		
Exhibition Space only (up to 24sqm)		**£1,000**		

Item		Unit Cost (per reg)	Quantity	Total Cost
Additional Exhibitor Registrations (2 exhibitor registrations are included per 6sqm or 9sqm)		**£2,000**		
			Total:	£

Note: VAT is charged at the prevailing rate.

Overall total of Partnership and Exhibition booking (first choice) : £ _____ + VAT

Industry Booking Form

In signing this form you agree to the General Terms & Conditions contained within this prospectus, including the cancellation policy. Please note packages will be allocated on the date of which the signed booking form is received.

Name:

Signature:

Date:

Payment

We encourage Partners and Exhibitors to complete and return the Booking Form as soon as possible in order to confirm their commitment. Invoices will be issued at a later date and full payment should be received no later than February 2018.

Payment must be received within 30 days of the invoice being issued or prior to the congress, whichever occurs first. Those Partners and exhibitors who have not paid for their items will not be granted access to their symposium room or stand location to build or dress the space. All payments must be made in pounds sterling (GBP £) and the Partner/exhibitor must pay all transferring fees.

Please select how you will wish to pay (✓): Cheque ☐ Bank Transfer ☐ Credit Card ☐

Bank Transfer

Bank Transfer information will be provided with the invoice.

Credit Card

Please note credit card charges will apply

☐ Eurocard/MasterCard ☐ Visa ☐ American Express

Card Number:

Expiry Date:

Card Verification (code CVS)

Credit Card Holder Name

Signature

Please note: Full payment is required in order to secure your Partnership item and/or exhibition space and our standard invoice terms are 30 days, however, for late bookings immediate payment may be required. Items will remain unsecured until full payment is made and should payment not be received within the timescales indicated, your items and/or space may be offered to another organisation. The organisers reserve the right to deny participation should full payment not be received within the timescales indicated. This is a binding contract and becomes valid after the booking form is accepted by the IMEKO 2018 Secretariat, MCI UK Ltd, and a confirmed letter is issued. Please take time to read the general terms and conditions contained within this document. On receipt of this booking form, the organisers will send a letter of confirmation along with an invoice for the full amount due.

Please return this booking form to:

IMEKO 2018 Secretariat, C/o MCI UK Ltd , Suite 4:1, Turnberry House, West George Street, Glasgow, G2 2LB, UK
Tel: +44 (0) 141 20 22 888 - Email: imeko2018industry@mci-group.com

General Terms And Conditions For Partnership And Exhibition

1. INDUSTRY PROSPECTUS
This document provides the list of Partnership and exhibition opportunities available to purchase along with featured, specific inclusions and entitlements.

2. ACCEPTANCE OF GENERAL TERMS
Those wishing to participate as a Partner or exhibitor unreservedly accept, and undertake to comply with these general terms. The event organiser reserves the right to give notice should any new provisions, circumstances or changes in the interest of the event occur.

3. LETTER OF COMMITMENT
If you would like to be a Partner or exhibitor, please complete, sign and return the booking form by fax, post, or email. Emailed copies must be a scanned version of the signed original. Fax or send the aforesaid completed forms to the following:

IMEKO 2018 Secretariat
C/o MCI UK Ltd
Suite 4:1, Turnberry House, West George Street
Glasgow G2 2LB
UK
Tel: +44 (0) 141 20 22 888 - Email: imeko2018industry@mci-group.com

Please note applications will be processed on a first-come, first-served basis. Upon receipt of the completed signed booking form, MCI will then proceed to issue your organisation with the necessary invoice with full payment instructions.

Where applications exceed the number of available opportunities for a given partnership tier then a meeting of applicants will be held to agree a way forward. Where no such mutually acceptable solution is obtained the LOC shall decide the outcome and by submitting an application for this tier the companies accept that this ruling shall be final and binding

4. PAYMENT
100% of the entire Partnership and/or exhibition money is to be paid to MCI UK Ltd. in order to secure the opportunity, no later than 30 days from receipt of the official invoice. In the event of failure to pay within the payment terms, the organiser reserves the right to terminate the reservation at any time with immediate effect and without formalities.

5. CANCELLATION POLICY
We will consider a signed booking form as confirmation of your commitment and all cancellations must be detailed in writing to the Congress Secretariat. Upon receipt of a signed booking form, the Partners/exhibitors will become liable to the organising committee for the amount committed as follows. For cancellations made:
- Up to and including 31 January 2018, 50% of the total package cost will be retained
- From 1 February 2018, 100% of the total package cost will be retained.

6. RE-ASSIGNMENT
The commitment from a Partner or exhibitor is non-transferrable to any other organisation without prior written consent by the organiser. No booking or space confirmed is permitted to be re-assigned or sub-let in any manner. It is not permitted for more than one organisation to share a booth space without prior consent from the organiser.

7. DAMAGE
Partners and exhibitors shall leave the shell scheme and hired equipment in the same good condition that it was found in and will be liable for any damage caused as a result of their facilities and decoration.

8. DISTRIBUTION OF MATERIALS
Any distribution of advertising materials, corporate leaflets, invitations or flyers may only be carried out from the exhibitors stand or within a pre-reserved congress room.

9. EXHIBITION PLAN
The exhibition floor plan and the session schedules are compiled by the organiser which attributes the spaces on a first come, first served basis (based on your partnership level) and takes into account insofar as possible, the preferences expressed by the Partners and exhibitors. The organiser reserves the right to change the exhibition floor plan and the session schedules at any time with the Partners and exhibitors waiving entitlement to make any claim in this respect and undertaking to comply with the decisions taken.

10. NON OCCUPANCY
The allocated exhibition spaces shall be occupied by the Partner or exhibitor at all times during the congress opening hours and the exhibition session schedule published. Failing this, the spaces will be deemed available and may be otherwise attributed without the defaulting exhibitor being entitled to claim any form of indemnity or repayment.

11. LIABILITY FOR LOSS OR THEFT
Exhibitors, Partners and participants are responsible for all equipment for which they are the custodians and, in particular, for the equipment which they are exhibiting and that which they are renting and which is present on their stand. The organiser does not accept any liability for loss, theft or damage to the equipment for which the participant is the custodian. The participant shall directly arrange specific insurance in this respect.

12. PRIORITISATION
In the event that more than one organisation is interested in Partnering an item, the date on which we receive the formal signed booking form will decide on item assignment and will be based on a first-come, first-served basis.

13. UNSCHEDULED CONGRESSES AND EVENTS
During the event, no participant, Partner or exhibitor may organise, attend or favour congresses, gatherings or any other events, which shall not have been reported to, and approved by, the organising committee beforehand.

14. INTELLECTUAL PROPERTY
Unless otherwise provided for in writing, the copyright and other intellectual property rights held over all the organiser's offers, publications and other products or services shall remain its property. Any rights which may be granted by the organiser are destined for the participant's sole use and may not be assigned, transferred or granted under sub-licences without the organiser's prior agreement. Granted rights shall be non-exclusive. The participant shall not acquire any intellectual property right over the services and products offered by the organiser.

15. TRADEMARKS AND LOGOS
The Partners and exhibitors shall be personally responsible for any authorisations relating to copyright or related rights, originating from the elements of any nature whatsoever which it provides or uses during the event. They shall hold the organiser harmless as regards any action in this respect. Moreover, the participant hereby expressly authorises the organiser to use the candidate's trademarks and logos within the strict framework of the event for its organisation and promotion.

16. INSURANCE
The Partner and exhibitor undertakes to arrange a public liability insurance policy providing cover for any/all loss/damage caused to third parties for which it is liable (including all regular and temporary staff). The policy shall include a 'rental risks' clause to cover loss, theft, damage to all/any equipment that it is the custodian. Upon request, the organiser will be provided with copies of such policies.

17. FORCE MAJEURE
In the event that the congress does not take place owing to an event of force majeure, the participants undertake not to claim any indemnity from the organisers. The amounts still available following payment of all the expenses incurred shall be distributed to the participants on a pro-rata basis of the amounts paid.

18. EXCLUSION OF LIABILITY
The organiser may not be held liable for the congress attracting a lower than expected number of participants or for any lack of interest in the event as a whole.

19. DISPUTES
This contractual relationship is governed by the English Commercial Court, a sub-division of the Queen's Bench Division of the High Court of Justice. In the event of a dispute, the English Commercial Court shall have sole jurisdiction.