# PARTNERSHIP ORDER FORM

COMPANY NAME:

CONTACT NAME:

POSTAL ADDRESS:

ZIP CODE AND CITY:

COUNTRY:

E-MAIL:

TELEPHONE: FAX:

VAT NUMBER:

|  |  |  |
| --- | --- | --- |
| Sponsored item | Pcs | Price |
| Exhibition Package |  | € |
| Registration Package |  | € |
| New Book Launch/Workshop with Editors |  | € |
| Grand Reception |  | € |
| Section Chair Reception |  | € |
| Social Networking Evening/Happy Hours |  | € |
| Coffee Break |  | € |
| Branded items: |  | € |
| Advertising: |  | € |
| Other: |  | € |

**TOTAL (VAT excluded) \_\_\_\_\_\_\_\_\_\_ €**

***Kindly note that all prices listed in this document do not include VAT.***

Partnership category based on the chosen packages:

### **Gold partner**

### **Silver partner**

### **Bronze partner**

Please fill in the order form and send it to *barbora.smejkalova@c-in.eu*. The advance invoice will be sent to you upon receiving the filled order form.

***Please send your company logo in curves format and your weblink along with the order form.***

## 

# CONTRACT

* Provisional Booking – The item will be released if not confirmed within 14 days.
* Please send me a contract and first deposit invoice

### TERMS OF PAYMENT

**60% upon receipt of first invoice**

**40% by 1 March 2022 (6 months before the Conference)**

All payments must be received before the start date of the Conference. Should the Sponsor fail to complete payments prior to the commencement of the Conference, the Organizer will be entitled to cancel the reservation while cancellation will be subject to cancellation fees as determined below.

* Reservations made less than 6 months before the Conference will be subject to 100% payment upon reservations.

**Companies registered in the EU with a valid VAT number will be charged without VAT upon the Reverse Charge policy.**

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### PAYMENT METHODS

**Option 1**: Payment by **Bank Transfer.** Please make drafts payable to: EISA 2022. Bank account and other details for this payment will be stated on the invoice. Bank charges are the responsibility of the payer.

**Option 2**: Payment by online **Credit Card** payment (please note this option in the order form and the link for the payment will be sent to you).

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### CANCELLATION / MODIFICATION POLICY

Cancellation / modification of items must be made in writing to the Association and Sponsorship Manager: Barbora Smejkalová *barbora.smejkalova@c-in.eu*.

The organizers shall retain:

* € 10% of the agreed package amount if the cancellation/ modification is made before 15 April 2022, inclusive
* € 50% of the agreed package amount if the cancellation/ modification is made between 15 April 2022 and 26 June 2022, inclusive
* € 100% of the agreed package amount if the cancellation/ modification is made after 26 June 2022

**We accept the contract terms and conditions (listed below) and agree to abide by the Guidelines for Industry Participation for the Conference.**

**I am authorised to sign this form on behalf of the applicant/Company.**

**Signature: Date:**