



**25TH Congress of the
 European Association of Hospital Pharmacists
 VENUE: Svenska Mässan | The Swedish Exhibition & Congress
 Centre, Gothenburg, Sweden**

EXHIBITION CONTRACT

Please be so kind to fill it in block capitals. Thank you.

Company Name:

Company name to appear on all EAHP promotional materials if different from above:

.....

Contact Person:

VAT number:

Address:

.....

Postal Code: City:.....

Country:

Telephone: Fax:

Email:

Web site: www.....

I would like to book the following exhibition space during the EAHP Congress 2020:

- Module of m² (space only) – price per m² is € 530
- Module Price: (=530 x sq. meters) €
- Stand n^o:
- VAT: 21% (For Belgian companies only) €
- Total:

This price includes:

- Free exhibitor badges allow admission to the Exhibition, the Opening Ceremony and the Opening Reception, **NOT** the Scientific Sessions of the Congress or satellites held by an exhibiting company.

Stand Size	Free Badges
< 18 m2	3
18 - 32 m2	6
> 32 m2	12

Other available badges:

- Extra exhibitor badges may be ordered at the cost of € 70, -- each, excluded VAT, 21% VAT for Belgian companies only.

Maximum number of badges available for purchase based on stand size:

<16m2	10 badges
16-20m2	15 badges
20-32m2	20 badges
32m2	30 badges
48m2	40 badges
64m2	50 badges

- Exhibitor's client badges (1 day only) may be purchased at the cost of € 200, --each, excluded VAT, 21% VAT for Belgian companies only. These badges can only be purchased by the exhibiting company and will allow access to the exhibition for 1 day.
- Combination exhibition/satellite badges (for the day of the Industry Satellite event) may be purchased at the cost of € 120, -- each excluded VAT, 21% VAT for Belgian companies only. These badges can only be purchased by companies holding an Industry Satellite event for their extra speakers/staff attending the event. They will only allow access to the exhibition area and the Industry Satellite held by the company on that day.
- Full registration may be purchased at the cost included in the EAHP website. These badges allow access to all the Scientific Sessions of the Congress, Industry Satellite events and the Exhibition.

- One full registration is included in the exhibition contract which may be used by 1 person only
- A4 full-page colour advertisement in the Congress Programme Book
- Inclusion on the "Get to know EAHP's exhibitors" web site page
- Company name on the onsite congress centre floor plan sign
- 24-hour security for the exhibition hall

Application for Exhibition

This contract should be returned to the EAHP office address given below with a 50% deposit due by 1st June 2019. The invoice will be sent immediately with the confirmation message. The final 50% balance will be invoiced in August 2019 and will be due by 1st October 2019.

Payment Method

Bank Transfer to the European Association of Hospital Pharmacists (EAHP), Boulevard Brand Whitlock 87, Box 11 (4th floor), 1200 Brussels, Belgium - Tel: +32 (0) 26692513. (Please include a copy of the bank transfer notice.) **Cheques** are **NOT** accepted. Bank charges are payable by the customer.

Payment terms : Franco provision / on receipt of invoice
IBAN : **BE 49 7340 2933 9071**
Swift or BIC code : KREDBEBB
Bank Address : KBC Bank, 1050 Brussels, Belgium

Kindly instruct your bank to include the bank charge in the amount of your wire transfer as payment in full must be received to confirm space.

Allocation of Exhibition Space

Stand option process/assignment in order (note that requested stand size will also play a role):

1. Platinum/Gold/Silver/Corporate Partners
2. Gothenburg (2018) and Barcelona (2019) congress exhibitors/satellite sponsors (subject to requested stand size)
3. Barcelona (2019) exhibitors
4. Requested stand size (1st come, 1st served) (largest stands will have priority as we must fit all sponsors into the exhibition area)
5. Receipt of options by EAHP: (The date/time that options are received by EAHP will also play a role in the event of options being received for the same stand.)

A completed application form accompanied by a deposit should be mailed / faxed to ensure reservation of the desired location. Upon receipt of the application form with payment, space will be confirmed and an invoice for the balance due will be sent.

Exhibitor Registration

All exhibitors are required to be registered and will receive a badge giving access to the exhibition area and congress centre. Please note that exhibitor badges do not provide access to the educational sessions. For exhibitors wishing to attend the sessions, the purchase of a full registration is required. One full registration to attend sessions is included in the exhibition contract.

Floor Plan

The floor plan will be updated on a regular basis according to reserved spaces and posted to the EAHP web site. Exhibitors are welcome to make suggestions to modify any spaces to their specific requirements.

Application Procedure

Applications to participate will be considered only if: submitted on the appropriate forms, correctly filled in and signed, accompanied by the necessary payment. Registration will be confirmed insofar as space is available. Applicants will be informed via email of the acceptance of their application.

In the event that a request is refused due to the fact that all space is sold out, all payments will be reimbursed.

Obligations and Rights of the Exhibitor

Registration implies full acceptance by the exhibitors of the exhibition regulations. Any infringement of these regulations may lead to immediate withdrawal of the right to participate in the exhibition without compensation or refund of sums already paid, and without prejudice to the exhibitor. By submitting an application to participate, the exhibitor makes a final and irrevocable commitment to occupy the space allocated and to maintain his/her installation until the date and time fixed for closure of the exhibition. Advertising on behalf of firms not exhibiting is not permitted in any form whatsoever. Transfer or sub-letting of all, or part of the allocated spaces is prohibited without approval by EAHP. Sales related to other events besides EAHP is strictly prohibited.

Insurance

Exhibitors must obtain and provide sufficient insurance covering legal liability and all damage coverage for damages made to the congress centre by your company staff or builders, the goods belonging to your company or goods entrusted to your company so that the congress centre will not be troubled for claims whatsoever.

Obligations and Rights of the Organizer

The organizer undertakes to allocate exhibition space as far as possible on the basis of the preference expressed by applicants. Applications will be considered in order of reception of application forms accompanied by payment and based on confirmations already communicated by EAHP. The organizer reserves the right, in case of absolute necessity, to modify the positioning of stands, with no obligation to provide compensation to exhibitors. The organizer reserves the right to offer any stand or space that has not been occupied by the eve of the opening of the exhibition to any company, with no obligation to provide compensation to the defaulting exhibitor.

Cancellation Policy

Cancellation requests must be made in writing to the address indicated below for review on a case by case basis. Bookings made are non-refundable / non-cancelable.

Exhibition Regulations

The exhibition manager acting under the direction of the EAHP secretariat has the final decision as to the acceptability of displays. Exhibitors are not allowed to share any space allotted to them with a third party without prior written approval.

General Conditions

The conditions of the exhibition are included in this contract. Please note that with your signature all statements in this contract are accepted.

For more information of the exhibition, do not hesitate to contact us.

Thanks to return this contract completed with a copy of your 50% deposit bank transfer to this address:

EAHP Congress 2020
European Association of Hospital Pharmacists
Boulevard Brand Whitlock 87, Box 11 (4th floor)
1200 Brussels, Belgium
Tel: +32 (0) 26692513
Email: <mailto:exhibition@eahp.eu>

Date

Signature

Company stamp/seal:

Printed name