



**18th Congress of the European Association  
of Hospital Pharmacists**

**VENUE : Le Palais des Congrès de Paris  
13-15 March 2013**

## **EXHIBITION CONTRACT**

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

Company Name: .....

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 2013:

Module of ..... m<sup>2</sup> (space only) – price per m<sup>2</sup> is € 510

Module Price: (=510 x sq. meters) € .....

Stand n°: .....

VAT: 19,6% € .....

Total: € .....

### **This price includes:**

↳ Free badges allow admission to the Exhibition, the Opening Ceremony and the Opening Reception, NOT the Scientific Sessions of the Congress.

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

Extra badges may be ordered at the cost of € 60,-- plus 19,6%<sup>(1)</sup> VAT each.

Combination exhibition/satellite badges may be purchased at the cost of € 100,-- plus 19,6%<sup>(1)</sup> VAT each.

↳ A4 full page colour advertisement in the Congress Programme Book

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### **Application for Exhibition**

This contract should be returned to the EAHP office address given below **by 30<sup>th</sup> April** with a 50% deposit due by 1 June 2012. The invoice will be sent immediately with the confirmation message. The final 50% balance will be invoiced in August 2012 and will be due by 1 October 2012.

## **Payment Method (NOTE: NEW BANK ACCOUNT)**

**Bank Transfer** to the European Association of Hospital Pharmacists (EAHP), Rue Abbé Cuypers, 3, B-1040 Brussels, Belgium - Tel: +32 (0) 2/741.68.29. (Please include a copy of the bank transfer notice.)

Payment terms : Franco provision / on receipt of invoice  
IBAN : BE 06 734028073122  
Swift or BIC code : KREDBEBB  
Bank Address : KBC Bank, 1050 Brussels, Belgium

Bank transfer date: ...../...../ ..... (date/month/year)

**Cheques** are **NOT** accepted

## **Allocation of Exhibition Space**

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

1. Platinum/Gold/Silver/Bronze Partners
2. Vienna and Milan exhibitors/satellite sponsors
3. Milan exhibitors
4. Requested stand size (1<sup>st</sup> come, 1<sup>st</sup> served) (largest stands will have priority as we must fit all sponsors into exhibition)
5. Receipt of options by EAHP: (The date 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.

## **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.

## **Insurance**

Exhibitors must obtain and provide sufficient insurance covering legal liability and all damage coverage for 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 2013  
European Association of Hospital Pharmacists  
Rue Abbé Cuypers, 3  
B - 1040 Brussels, Belgium  
Tel: +32 (0)2/741.68.29  
Fax: +32 (0)2/734.79.10  
Email: exhibition@eahp.eu

**Date**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Company stamp/seal :**

**Printed name**

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