



ECMA Convention

10 – 11 May 2023, Lisbon, Portugal

Table –top exhibition & Sponsorship Booking Form

Step 1 – Main Contact / Invoicing Details:

First Name	
Last Name	
Organisation Name	
Address	
Postcode - City	
Country	
E-mail Address	
Main Phone	
VAT number	

Step 2 – Your Order:

You are herewith offered to book space at the suppliers' trade show, which will take place on 11 May 2023 or to become a sponsor of the ECMA Annual Meeting on 10 – 11 May 2023.

SPONSORSHIP OPTIONS:*

	Price (excluding Portuguese VAT)	I would like to book:
Coffee Break – 11 May 2023 (3 available) ECMA Member Rate	€1500	
Coffee Break – 11 May 2023 (3 available) Non Member Rate	€2000	
Lunch 11 May 2023 (2 available) ECMA Member Rate	€2750	
Lunch 11 May 2023 (2 available) Non Member Rate	€3500	
Dinner 11 May 2023 (2 available) ECMA Member rate	€3000	
Dinner 11 May 2023 (2 available) Non Member rate	€4000	
Lanyards (1 available) ECMA Member Rate	€2500	
Lanyards (1 available) Non Member Rate	€3500	
Note Pads with company logo (1 available) ECMA Member rate	€1500	
Note Pads with company logo (1 available) Non member rate	€2000	
Pens with company logo (1 available) ECMA Member rate	€1000	
Pens with company logo (1 available) Non Member rate	€1500	
Hotel Key card (1 available) ECMA Member rate	€2500	
Hotel Key card (1 available) Non Member rate	€3500	
Bottles of water in meeting room (1 available) ECMA Member rate	€2500	
Bottles of water in meeting room (1 available) Non Member rate	€3500	

* price excluding VAT

TABLE-TOP EXHIBITION

All spaces include basic furniture: 1 table and 2 chairs. Spaces will be allocated on a first come - first served basis. All prices are excluding VAT:

	Price (excluding <i>Portuguese VAT</i>)	I would like to book:
Table Top ECMA Member Rate	€2250	
Table Top Non Member Rate	€4500	

For further information on conditions applying to the table-top exhibition and to sponsorships, including set-up and dismantling times, please read our general terms and conditions for the event.

I have read and agreed the general terms and conditions for the event (see Page 5).

Step 3 – Payment

As soon as your order is received, you will receive an invoice for payment. If your company requires purchase order numbers to be mentioned on invoices received, please provide one at the time of passing your order.

Please note that no space will be allocated to your company as long as payment is not received in full.

**Please send this form fully completed to
ecma@kellencompany.com**

**For questions on the suppliers trade show and/or on
sponsorship of the ECMA Annual Meeting**

please email: ecma@kellencompany.com

ECMA Annual Meeting 2023

General Terms and Conditions of the Event **Registration and Cancellation Policy**

The present terms and conditions apply to the Table top exhibition organized in the framework of the ECMA Annual Meeting on 10 – 11 May 2023 as well as to sponsorship for the ECMA Annual Meeting on 10 – 11 May 2023. The Table top exhibition will take place at the Altis Hotel in Lisbon, Portugal.

1° Description of Table-Top Exhibition

Alongside the ECMA Annual Meeting, in the area where coffee breaks will be taking place and just outside the meeting rooms for breakout sessions, a table-top exhibition will be organized.

ECMA will be providing exhibitors with exhibition space and one table & two chairs. The furniture provided will be the same for all stands.

On the space allocated to them, exhibitors are free to display banner stands, brochures, small objects or to display presentations on a computer. It is strictly forbidden to display exhibits outside the allocated space, as well as to display large or heavy exhibits (above 50 kg).

Detailed set-up times of the table-top exhibition will be announced a few weeks in advance. The sponsor/exhibitor has to follow the instructions given by the hotel.

2° Exhibition space allocation

Space will be allocated on a first come – first served basis. No space will be allocated as long as payment is not received in full

3° Cancellation Policy - Cancellation by the exhibitor / sponsor

Exhibitors and sponsors can cancel their participation until 28 February 2023 . Until that date, payments already received will be refunded (limited to the amount paid). However, a fee of 150 EUR will be charged to cover administrative and banking costs. Refunds will be handled after the event.

In case of cancellation after 28 February 2023 or in case of no-show, fees paid will not be refunded.

5° Cancellation Policy - Cancellation by the organiser

If ECMA cancels the event for any reason other than force majeure, fees will be refunded to the exhibitors / sponsors. However, refunds are limited to the amount paid by exhibitors / sponsors. ECMA is not liable for any other loss or expenses incurred by exhibitors / sponsors as a consequence of the cancellation.

In the event that the ECMA Annual Meeting 2023 would be cancelled, postponed or relocated on account of fire, flood, riot, earthquake, civil commotion, decisions taken by the national and/or local authorities, weather conditions, strike, lock-out, labour disturbances, explosions, sabotage, accident, terrorism, war, acts of God or any other causes or casualties beyond the control of ECMA, no refund shall be made. Exhibitors / sponsors waive all claims for damage in this case.