



ESREF 2009 EXHIBITION

5- 9 October 2009
PALATIUM D'ARCACHON (FRANCE)

GENERAL INFORMATION & EXHIBITION RULES

■ First condition

ESREF 2009 Exhibitors signing the present agreement commit themselves to respect the general terms and conditions hereafter enumerated.

■ Booking and participation

To participate in the exhibition, please complete the agreement and send it by post mail to:

ADERA SERVICE – ESREF 2009
BP 196 - F 33608 – PESSAC Cedex
Fax + 33 (0) 5 56 15 11 60

Contact: Magali Garcia - esref@adera.fr

together with 30% of the total amount VAT inc.

All requests will be submitted to the Organisation Committee. The Organisation Committee reserves the right to refuse applications from companies for which activities would not suit to the topics of the event.

Booths will be allocated on first come first serve basis, and after approval by the Organisation Committee.

The Organisation Committee reserves the right to move the lay out and/or allocation of booths according to the number of bookings, and after having informed all the participants.

■ Payment

30 % of the total amount must be paid upon reservation; the outstanding balance must be paid before September 4th 2009. Past this date, the booking will be cancelled with no refund.

Please make sure that payments are made in Euro, **net of any bank charges** and that you indicate your payment clearly with “**ESREF 2009 Exhibition**” together with your name and organisation.

The fee covers : A 6 m² booth, a registration of one person to the conference (copy of the proceedings, lunches, and coffee breaks, invitation to the Banquet.)

The exhibitor's fee includes registration for one person only. Participation of extra persons implies payment of extra registration fee.

■ Invoice and technical guide

After reception of the agreement signed and notification of acceptance, an invoice and a complete technical guide will be sent.

The technical guide will give you all the necessary information for your participation

■ Cancellation

Cancellation must be made in writing to ADERA Service. If received before August 15th 2009, the fee will be refunded after deduction of 300 € VAT inc. to cover administrative expenses. After this date no refunds will be made.

■ Insurance

Exhibitors commit themselves to take out necessary insurance to cover any potential risks for them and their materials.

■ Force Majeure

In case of force majeure, dates and/or place of ESREF could be changed or be cancelled.

In case of cancellation, the sums received will be dispatched between the exhibitors after payment of the expenses committed by the Organisation Committee.

■ Disputes and Applicable Law

The present agreement is governed by french law.

In case of dispute, the Organisation Committee and the exhibitors will do their best to settle it out of court. If not, the dispute shall be settled under the rules of arbitration of Bordeaux Courts.



EXHIBITION SPACE RENTAL AGREEMENT

CONTACT

■ ORGANISATION

Address

Post code City Country

Phone Fax

E.mail

■ Administrative contact

Last name First name

■ On site Contact (Booth contact)

Last name First name

Phone Fax

E.mail

(Address for invoice if different from above.. ..
.....
.....
.....

■ Extra person(s)

Lastname

Firstname

Organisation

Address

Email

Lastname

Firstname

Organisation

Address

Email

EXHIBITION SPACE

Organisation

DESCRIPTION	Fee VAT included (19,6%)	Total VAT included (19,6%)
EQUIPED EXHIBIT SPACE		
- Basic exhibit space : 3 m (front side) x 2 m includes : Beige melamine-coated back and side panels (height : 2.5 m), frontal name band, power supply : 600W, 3A, 50Hz, one table and two chairs		
- One registration to the conference, copy of the proceedings, lunches and an invitation to the Banquet		
- A4 (recto) publicity page for inclusion in the exhibitors' leaflet, + administrative costs.		
Minimum area – 6 m²	3.342 €	3.342€
ADDITIONAL AREA PER MODULE OF 3M².....Xm²	1.500€/3m²€
EXTRAPERSON'S LUMP SUM (including proceedings, lunches, coffee break, banquet).	334€X.....pers€
TOTAL	€
* VAT included	€

**All companies are subject to french VAT (19,6%)*

EXHIBITION MAP:

Please indicate in the order of preference three locations you would like to occupy according to the map page 5 :

1st 2nd 3rd

PAYMENT

- According to French rules, all companies are subject to french VAT (19,6%).
- Payment will be made in Euro net of any bank charges by cheque, bank transfer or credit card.
- Please indicate which means of payment you are using

- Cheque made payable to **ADERA Service(+your registration form)**
- Bank transfer

Enclosed official copy of the bank transfer in Euro quoting the name of the person and the company or organisation name.

Payable to : **ADERA Service –ESREF’2009**
 IBAN FR76 1026 8024 8010 3062 0020 441
 Swift Code : COURFR2T
Banque Courtois – Le millenium 12 quai de Queyries - 33072 Bordeaux Cedex - France

Credit card : VISA MASTER EUROCARD AMEX

Card N° /_/_/_/_/_/ /_/_/_/_/_/ /_/_/_/_/_/ /_/_/_/_/_/ Expiry date

Cardholder’s name

Authorisation of payment – amount: €

DateCardholder’s signature

Company’s stamp Date .../ ... /...

Read and approved
Signature

To be sent to :
ADERA SERVICE – Magali Garcia
Centre Condorcet, BP 196, F - 33608 PESSAC CEDEX
Fax : + 33(0) 5 56 15 11 60 E-mail : esref@adera.fr
