

# EXHIBITION APPLICATION FORM



To be returned to the Organizing Secretariat  
[cikm2018sponsorship@gmail.com](mailto:cikm2018sponsorship@gmail.com) by **20 April 2018**

**All listed prices are in EURO (€) and do not include VAT**

## COMPANY CONTACT DETAILS

Please note that all correspondence, including the final invoice, will be sent to the contact supplied below.

**Company or organization name** \_\_\_\_\_

**Address** \_\_\_\_\_

**State/Province** \_\_\_\_\_

**Postal Code** \_\_\_\_\_ **Country** \_\_\_\_\_

**VAT number (for UE companies)** \_\_\_\_\_

**TAX number or similar (for EXTRA UE companies)** \_\_\_\_\_

**Contact person** \_\_\_\_\_

**Position / Designation** \_\_\_\_\_

**Phone, including country code** \_\_\_\_\_

**Email** \_\_\_\_\_

**Website** \_\_\_\_\_

## EXHIBITION SPACE

All prices are in EURO (€) and **do NOT** include VAT

**Exhibition display table (23-25 October 2018)** € 2,500 .-

The price includes 1 table, 2 chairs, 1 plug

The price does **not** include Booth frames and structure, Company logo

A copy of bank money transfer should be enclosed to the contract in order to guarantee your participation. Please see attached indications on payment methods.

Date and signature \_\_\_\_\_ Company stamp \_\_\_\_\_

# DECLARATION ON VAT ACTIVITIES

## COMPANY BASED OUTSIDE THE EUROPEAN COMMUNITY

Declaration to be sent to:  
the office srl  
via San Nicolò 14,  
34121 Trieste (Italy)  
VAT number 00636740326  
Email: [cikm2018sponsorship@gmail.com](mailto:cikm2018sponsorship@gmail.com)

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
Country \_\_\_\_\_  
Phone / Fax \_\_\_\_\_

I declare that the above mentioned Company:

- Has got the following number/code for its industrial, commercial or business activity  
.....(equivalent to VAT number in European  
Community)
- Hasn't got any active VAT number in Italy (office, branch or other)
- Attaches copy of the statement of the above mentioned number / code (English is  
preferred)
- Has decided to attend the CIKM2018 as sponsor being an important promotional and  
scientific activity for its core business.

Date \_\_\_\_\_  
Signature \_\_\_\_\_  
Name of person who is filling  
this form \_\_\_\_\_  
Company position \_\_\_\_\_  
Email \_\_\_\_\_

Invoice will be issued upon receipt of the agreed payment.

Date and signature \_\_\_\_\_ Company stamp \_\_\_\_\_

## SPONSORING BOOKING AND METHOD OF PAYMENT

### Booking

Please fill-in the Booking Form that should be sent to the Sponsorship Secretariat:

#### the office srl

Via San Nicolò 14  
34121 Trieste TS - ITALY

Email: [cikm2018sponsorship@gmail.com](mailto:cikm2018sponsorship@gmail.com)

Tel: +39 040 368343 ext. 19

Fax: +39 040 368808

### Confirmation

Exhibition spaces and sponsoring options can only be confirmed upon payment of the total amount due.

Allocations will be made on a 'first come, first served' basis.

A sponsoring and exhibition space confirmation will be sent by e-mail, also enclosing the invoice for the amount paid.

### Payment method - by Bank Transfer (in € only):

<b>Bank Account</b>	000101696129
<b>Name</b>	The Office s.r.l
<b>Bank</b>	UniCredit Banca
<b>Address</b>	Via Cassa di Risparmio 10 (07030) - Trieste
<b>Bank Reference IBAN CODE</b>	IT32S0200802230000101696129
<b>SWIFT CODE + BIC</b>	UNCRITM10PA

Please indicate the **Company name** and "**CIKM2018**" as reason for payment in the transfer order.

**Please note:** it is absolutely necessary to send a copy of bank transfer by email ([cikm2018sponsorship@gmail.com](mailto:cikm2018sponsorship@gmail.com)) or by fax to +39 040 368808

### VAT

All prices are in Euro and do not include VAT, if applicable. The VAT will be charged additionally if required by Italian tax authorities.

### Cancellation Policy

In case of cancellation, the following cancellation fees will apply to cover any loss arising from the cancellation:

- ❖ 50% of the invoice if cancellation is made **before 31 July 2018**
- ❖ 100% of the invoice if cancellation is made **after 31 July 2018**

### Insurance

Companies participating in the Congress are required to take out appropriate insurance.

### Changes

Organizers reserve the right to make any changes deemed necessary to insure the overall success of the Congress.