

EXHIBITION APPLICATION FORM



To be returned to the Organizing Secretariat
cikm2018sponsorship@gmail.com

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) **EUR 2,500 .-**

The price includes 1 table, 2 chairs, 1 plug

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

An invoice will be issued once received the form duly filled in.

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

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

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 to be paid.

Payment method - by Bank Transfer (in EUR only):

Bank Account	10006451
Name	The Office s.r.l
Bank	Cassa di Risparmio del Friuli Venezia Giulia
Address	Piazza della Repubblica 2 – Trieste - Italia
Bank Reference IBAN CODE	IT32P0634002220100000006451
SWIFT CODE + BIC	IBSPIT2U

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) 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.