

Registration Form

Event title

Place and date of the event

Exhibition fee is EUR 1,490.- per exhibition stand. (All prices are net prices excluding VAT)

We would like to:

	Yes	No
1. Register only for the exhibition and stand personnel		
2. Registration of one employee for the event – 50% discount (for exhibitors only)		
3. Sponsor the event		

The following items are included in the exhibition fee:

- One person as stand personnel
- For the stand personnel: lunch and refreshments as for event participants
- Maximum size of the exhibition stand: ca. 3 x 2 m
- Tables, chairs, and electric current
- Personal support on site

1. Registration for the Exhibition

Company Data/Address for invoice:

Company Name	
Contact	
Department	
Address	
Phone	
Fax	
E-mail	

Stand personnel: It is essential for the organisation of the exhibition that you register at least one person as permanent contact (*free-of-charge stand personnel*). For further stand personnel, we will charge you a flat rate of **EUR 200** per person for the first day, EUR 100 per person for each following day. Please give us the names of the persons who will be present at your stand already at registration time. (Fill in only if deviating from contact given above.)

Registration for *free-of-charge* stand personnel

Last name, first name					
Department					
Phone		Fax		E-mail	

Registration for *additional* stand personnel

Last name, first name					
Department					
Phone		Fax		E-mail	

2. Registration of Employees for the Event

Apart from the exhibition, you have the opportunity to attend the lectures. As an exhibitor, you are granted a **50% discount** on the regular registration fee for **ONE employee**. Further participants from your company will be granted a 20 % discount. This offer is only valid for employees of the exhibiting company and cannot be transferred to third persons. The respective registration fees can be found in the event programme. You will get information on room reservations together with the registration confirmation.

Participant #1 (50% discount)

Last name, first name			
Department			
Phone		Fax	E-mail

Participant #2 (20% discount)

Last name, first name			
Department			
Phone		Fax	E-mail

Participant #3 (20% discount)

Last name, first name			
Department			
Phone		Fax	E-mail

3. Sponsoring

Your advantage of sponsoring

- You establish contact with exactly those persons who want to get informed about the specific conference subject.
- Participants benefit directly from your presentation or sponsoring and will therefore dedicate much more attention to you than e.g. to an advertisement.

■ Sponsoring of lunch/dinner, coffee breaks or a social event

This type of sponsoring is of an exclusive nature because only one company can act as a sponsor at a time. Participants and lecturers will be informed about the sponsor in their participants' documentation; furthermore, a sign informs about the sponsor during the coffee breaks. For lunch/dinner, the sponsor's name will be printed on the menus!

Package A Coffee Breaks

The cost: EUR 800,- plus VAT

Package B Lunch/Dinner

The cost: EUR 800,- plus VAT

Package C Social Event

The cost: Depending on the event

- **Sponsoring a social event** is an interesting opportunity for presenting your company. Even after many years, participants will associate an entertaining event with the company whose sponsoring was necessary to make it happen. You may cooperate in the organisation of the social event, i.e. you decide the scope of this event - from dinner in a restaurant up to an excursion and gala dinners with artistic entertainment everything is possible.
 - Sponsoring Package A at the price of EUR 800,- plus VAT**
 - Sponsoring Package B at the price of EUR 800,- plus VAT**
 - Sponsoring Package C (Price depends on the event; please contact us).**
- **Brochure in the course/conference bag**
Your 4-page company or product brochure as an insert in the bag which all delegates will receive as part of their official event package. Prices: € 490,- (at a course) /€ 990,- (at a conference) plus VAT.

Please fill in and fax to +49 (0)6221 / 84 44 34 Concept Heidelberg

Company Data: (Fill in only if deviating from company data indicated on page 1)

Company Name					
Address					
Contact					
Department					
Phone		Fax		E-mail	

Date and place

Stamp / Signature

If you cannot attend the conference you have two options:

1. We are happy to welcome a substitute colleague at any time.
2. If you have to cancel entirely we must charge the following processing fees:

Cancellation

- until 2 weeks prior to the conference 10 %,
- until 1 weeks prior to the conference 50 %
- within 1 week prior to the conference 100 %.

CONCEPT HEIDELBERG reserves the right to change the materials, instructors, or speakers without notice or to cancel an event. If the event must be cancelled, registrants will be notified as soon as possible and will receive a full refund of fees paid.

CONCEPT HEIDELBERG will not be responsible for discount airfare penalties or other costs incurred due to a cancellation.

Terms of payment: Payable without deductions within 10 days after receipt of invoice.

Important: This is a binding registration and above fees are due in case of cancellation or non-appearance. If you cannot take part, you have to inform us in writing. The cancellation fee will then be calculated according to the point of time at which we receive your message. In case you do not appear at the event without having informed us, you will have to pay the full registration fee, even if you have not made the payment yet. Only after we have received your payment, you are entitled to participate in the conference (receipt of payment will not be confirmed)!