

SPONSORSHIP & EXHIBIT ORDER FORM (1/4)

To expedite your order, please fill this form on your computer, print and send a signed copy to:

Ms. Cali (Carine) Vindeirinho
International Conference Services Ltd.
Suite 300, 1201 West Pender Street
Vancouver, BC, Canada V6E 2V2

Phone: +1 604 681 2153 x138
Direct: +1 604 639 3919
Fax: +1 604 681 1049
Email: WADEM2017-Sponsorship@icsevents.com

A. EXHIBIT BOOTHS

Booth Type	Size per Booth	Price per Booth	# of Booths	Cost (USD)
Academics & Publishers	10' x 10' or 9 m ²	\$1,500		
Inline	10' x 10' or 9 m ²	\$4,000		
Corner	10' x 10' or 9 m ²	\$4,500		
Peninsula, Min. 4 booths	10' x 10' or 9 m ²	\$4,500		
Non-Profit Tabletop Display Max. 1 table	6-ft-long table	\$1,000		
Subtotal A - Exhibit Booths				

B. SEMINARS & PROGRAM SUPPORT

Lunch Symposia		Price per Item (USD)	Availability
Tuesday, April 25	12:30-13:30	\$10,000	2 AVAILABLE
Wednesday, April 26	12:30-13:30	\$10,000	2 AVAILABLE
Thursday, April 27	12:30-13:30	\$10,000	2 AVAILABLE
Academic Partnership			
With booth		\$4,000	AVAILABLE
Without booth		\$3,000	AVAILABLE
Subtotal B - Seminars & Program Support Please enter amount			

ORDER FORM (2/4)

C. PRINT AND DIGITAL ADVERTISING

Pocket Program Advertising		Price per Item (USD)	Availability
	Outside Back Cover (Exclusive)	\$3,000	SOLD
	Inside Front Cover (Exclusive)	\$2,000	AVAILABLE
	Inside Back Cover (Exclusive)	\$2,000	AVAILABLE
	Full-Page Ad	\$1,000	AVAILABLE

Onsite Advertising		Price per Item (USD)	Availability
	Carpet Branding - Graphics at entrance of Exhibit Hall	\$8,000	AVAILABLE
	Carpet Branding - Footprints in Exhibit Hall	\$5,000	AVAILABLE

Digital Advertising		Price per Item (USD)	Availability
	Banner Ad in Final Confirmation Email (Exclusive)	\$3,000	AVAILABLE
	Banner Ad in Initial Registration Email (Exclusive)	\$2,000	AVAILABLE
	Banner Ad in one (1) pre-Congress E-Blast	\$1,000	AVAILABLE
	Banner Ad on Congress Website, per month	\$1,000	AVAILABLE
	Enhanced Exhibitor Listing	\$800	AVAILABLE
Subtotal C - Print and Digital Advertising Please enter amount			

ORDER FORM (4/4)

AMOUNT PAYABLE (USD)

Total: Subtotals A + B + C + D + E + F from previous pages	
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SPONSOR LEVELS

Please mark respective level according to total amount above.

Platinum (minimum USD 30,000)	Gold (minimum USD 20,000)	Silver (minimum USD 15,000)	Bronze (minimum USD 10,000)
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SPONSOR/EXHIBITOR INFORMATION & SIGNATURE

Company Name		
Company Name (as to appear on Signage and Program)		
Contact Person	Email	
Address		
City	State/Province	
Postal/Zip Code	Country	
Phone	Twitter @	Web link
<p>An invoice will be sent on receipt of this order. The agreement will be considered sold only upon receipt of payment. In order to avoid delays, we highly recommend all orders/agreements be faxed or emailed. The Congress will not take any responsibility for late or undelivered Agreements via the mail. Items and rates are subject to change without notice. PAYMENT: Due 30 days from date of invoice or as indicated. The Congress reserves the right to render this order null and void without notice if payment is not received by the due date. CANCELLATION: Cancellation must be in writing. 25% cancellation fee will apply up to January 15, 2017. No refunds after this date. The Congress reserves the right to re-sell any Sponsorship items and/or Exhibit booths.</p> <p>Privacy Consent: By signing this Order Form, you allow the Congress Secretariat to share your contact information with our Official Suppliers for logistical purposes. It will not be shared with any other parties.</p>		
Name	Signature	Date

GENERAL TERMS & CONDITIONS

International Conference Services Ltd. (ICS) is the official Congress Secretariat for WADEM 2017.

1. Acknowledgment

By submitting an Order Form, the sponsor or exhibitor acknowledges the present "General Terms & Conditions", the domiciliary rights, and the rules and regulations of the event venue as binding.

Submission of the Order Form is legally binding and not an inquiry. The Hosts and the Congress Secretariat reserve the right to reject an Order Form at any time. Opportunities may be changed or substituted without notice.

2. Inclusions

Once your Order Form has been processed, specifications and requirements will be sent for the sponsorship items purchased, including due dates for artwork.

The exhibit space rental does not include any of the following: electricity, internet connection, labour, shipping or any other services. Closer to the event, the Exhibitor Manual will be sent, which includes order forms for these services.

3. Exhibit Space Assignment

a) Initial exhibit space assignment

Exhibit space assignments will be made by the Hosts and/or Congress Secretariat in keeping, where possible, with the preferences and priorities indicated by the exhibitor.

b) Relocation

An exhibit may only be relocated for obligatory reasons. A relocation notice shall be given. In case of relocation of the initial exhibit space assigned, the exhibitor agrees that it has no right to cancel its participation or to claim damages from the Hosts and the Congress Secretariat.

c) Exhibitor, co-exhibitor and third party

The exhibitor is not authorized to sublease or relinquish, in whole or in part, the assigned exhibit space to a third party. Parent companies, affiliates, and subsidiaries are exceptions. Any agency representing a technical or professional exhibitor must submit their client's name, contact information, and signature with their Order Form.

d) Floorplan

The floorplan is a working draft and changes may be made up until one (1) week prior to the event. No warranties, either expressed or implied are made with respect to the floorplan. It is the sole responsibility of the exhibitor to verify all dimensions and locations.

4. Exhibit Construction

The exhibitor is liable for any damage it causes to building, floors, walls, columns, and to standard exhibit equipment. Under no circumstances may the weight of any equipment or exhibit material exceed the maximum floor load weight of the Exhibit Hall. The exhibitor accepts full and sole responsibility for any injury or damage to persons or property resulting from failure, knowingly or otherwise, to distribute the load of his exhibit material to conform to maximum floor loading specifications. All exhibits must comply with all regulation established by the safety authorities.

The exhibitor should not operate in a way that violates the rights of another exhibitor. In particular, they may not obstruct the view or interfere with the traffic of other exhibitors. The height of exhibits smaller than 400 square feet (36 square meters) is limited to 8.0' (2.5m). All exhibitors with an exhibit space in excess of 300 square feet (27 square meters) are required to get approval on their booth layouts/designs from the Congress Secretariat in writing. If exhibit plans are revised after approval has been sent, the revised plans need to be re-submitted for approval as soon as possible. The Congress Secretariat has the right to dispose of the exhibit at its own discretion, if the exhibitor has not commenced construction/decoration one hour prior to event opening. The exhibitor is not entitled to damage claims.

5. Advertisements, Sales Activities and Presentations

Sponsors or exhibitors may display products that they have manufactured. They agree to confine all products, service demonstrations and other sales activities to the limits of the contracted space and within the maximum height set by Subject 5. Distribution of any material is likewise limited to said space. Exceptions may be given by the Congress Secretariat in writing. Exhibitor may not accept cash, cheques or credit cards for merchandise in the Exhibit Hall; however, orders may be taken. Exhibitors electing to take orders must do so in a manner consistent with the professional nature of the exhibition.

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6. Giveaways, Contests and Raffle Drawings

The use of games of chance, lottery devices, musical instruments and other sideshow practices is permitted only with written agreement from the Congress Secretariat. Giveaways should be educational in nature and must be pre-approved by the Congress Secretariat.

7. Sound and Light Restrictions

The use of amplifiers, musical performances and any other sound generating equipment - even for advertising purposes - requires an advanced written approval from the Congress Secretariat. Noisy demonstrations may be restricted or prohibited after permission if such demonstrations are considered a disruption of the general order of the event. Earphones should be provided, or devices should be enclosed in a special sound-proof booth. Flashlights and revolving light equipment are prohibited. Lights from one exhibit should not disturb or damage other booths.

8. Congress & Exhibit Attendees

Sponsors will receive complimentary Congress registrations according to their sponsorship level. Exhibitors will receive two (2) complimentary exhibit registrations for every booth purchased in the event; if not outlined any different in the Exhibitor Manual. Exhibit staff registrations grant access to the Exhibit Hall only. Further privileges may be described in the Exhibitor Manual.

Once full payment is processed, sponsors and exhibitors will receive a link for online registration and accommodation booking. Badge pick-up will occur during registration hours. No person will be admitted to the Congress or Exhibition area without a badge. Exhibitors agree to maintain a staff in its exhibit space during all refreshment breaks and overall show hours.

9. Food and Beverage

All food and beverage must be arranged through the venue and must be contained within the contracted space. Ordering information can be found in the Exhibitor Manual.

10. Liability Insurance and Security

The Congress venue and exhibit hall will be locked and/or guarded during non-show hours. Exhibitors will not be allowed into the Exhibit Hall during non-show hours without prior consent from the Congress Secretariat. The Hosts, the Congress Secretariat and its affiliates do not bear any insurance risk and will not be held responsible for the loss, theft or damage to exhibitor supplies at all times. Exhibitors must secure appropriate liability/loss insurance at their own expense. The Congress

Secretariat requires all exhibitors to provide proof of liability insurance prior to move-in. Full coverage has to be in effect for the event. The Exhibitor Manual will specify interest insured et al.

11. Force Majeure

If the event is cancelled for any reason beyond the control of the Hosts and the Congress Secretariat, the latter shall not be liable for any expenses incurred by the sponsor or exhibitor and shall have no other liability than the refund of that portion of the contract actually received.

12. Amendments & Severability Clause

Additional agreements are only legally binding if they are made in writing and are confirmed with the Congress Secretariat. The "General Terms & Conditions", the Exhibitor Manual and the Order Form will remain valid even if individual conditions should become invalid. The respective condition must then be replaced by a condition that corresponds as far as possible to the original purposes.

13. Cancellation/Rescission

a) By the sponsor or exhibitor:

Please see the Order Form.

b) By the Hosts and the Conference Secretariat:

The sponsor or exhibitor will be deemed to be in default, if and whenever they fail to perform any material condition of this contract; refuse to abide by the show rules and regulations; fail to install their product in exhibit space within the times set for opening exhibits; fail to pay any amount of the contract price for exhibit space on dates specified; become bankrupt or insolvent or take the benefit of any act now or hereafter in force for bankrupt or insolvent debtors; or file any proposal or make an assignment for the benefit of creditors or any arrangement or compromise; are appointed a receiver/manager for their property; have any steps taken or any action or proceedings instituted by them or by any other party to dissolve, wind up or liquidate company or its assets, then the Hosts and the Conference Secretariat have the immediate right to repossess the space and expel all persons and remove all property from the space, in addition to any other rights or remedies available to it. In addition, the Hosts and the Conference Secretariat shall have the right to re-sell any Sponsorship items and/or Exhibit booths to others and any amount or amounts paid by the sponsor or exhibitor to the Hosts and the Conference Secretariat as part of the contract price may be retained by the Hosts and the Conference Secretariat as liquidated damages.

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