

BOOKING FORM FOR EFAS COURSE



To apply for sponsoring opportunities, please complete and send this form by e-mail to EFASevents@mci-group.com. After receiving this booking form, an invoice will be generated and sent back to you.

I. Company Details (Please print clearly)

First Name: Last Name:.....

Position:.....

Company:.....

Address:.....

Post Code:..... City:..... Country:.....

Company VAT Number:..... PO Number (if applicable):.....

Phone: +..... Mobile: +.....

E-mail:.....

Company WEBSITE :.....

II. INVOICE DETAILS (Applicable if different from the company details)

Company Name:.....

Address:.....

Post Code:..... City:..... Country:.....

Phone: +..... Fax: +.....

Email:.....

Company VAT Number:

III. CONTACT PERSON LOGISTICS

First Name: Last Name:.....

Position:.....

E-mail:

Phone: + Mobile Phone: +

PLEASE RETURN BOOKING FORM TO
EFAS Secretariat 280, Boulevard du Souverain
B-1160 Brussels, Belgium
Email: EFASevents@mci-group.com

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IV. Your participation	COST	Select your option	Investment in Euros (€)
TECHNIQUES PACKAGE	5.000 €	<input type="checkbox"/>€
TABLE TOP PACKAGE	1.000 €	<input type="checkbox"/>€

ADDITIONAL SPONSORSHIP ITEMS TO INCREASE YOUR VISIBILITY

Sponsor the Course Dinner	1.000 €	<input type="checkbox"/>€
Sponsor the Coffee break day 1	1000 €	<input type="checkbox"/>€
Sponsor the Coffee break day 2	1000 €	<input type="checkbox"/>€
Sponsor the Lunch break 1	800 €	<input type="checkbox"/>€
Sponsor the Lunch break 2	800 €	<input type="checkbox"/>€
Sponsor the Lanyards (supplied by the sponsor)	300 €	<input type="checkbox"/>€
Sponsor the Bag insert	100 €	<input type="checkbox"/>€

COURSE =>

FIRST COME "FIRST SERVED" BASIS / LIMIT OF 5 COMPANIES PER COURSE

V. Payment Instructions	Total Amount in Euros (€)
<p><i>All fees are quoted in Euro (€). By receiving this signed document you confirm your participation & you will receive an invoice that includes terms and bank information.</i></p> <p><i>Should any particular reference be reflected on the invoice?</i></p> <p>.....</p> <p>.....</p>€

VI. Date:/...../.....

VII. Signature

TERMS AND CONDITIONS

1. Definitions

"EFAS" shall mean the event, the EFAS courses.

"Exhibitor or Sponsor" shall mean any person, firm or organization allocated a space by the Organizers in the above-said conference, or with a confirmed sponsorship as outlined in this document.

2. Application for participation and acceptance

All applications for participation shall be made on the prescribed booking form. The application shall be submitted to the Organizer. Upon receipt of the invoice, the exhibitor or sponsor will promptly transfer the required deposit equivalent to 100% of the total charges and sponsor package. The submission of the application form shall be deemed to be confirmation of participation and full acceptance of the 'Terms & Conditions for Participation' as stated herein. The application shall become a valid contract upon the Organizer accepting the application. The application and confirmation of its receipt do not constitute grounds for any claim to approval, or to any specific location or site of stand. In particular, the Organizer is entitled to implement reductions in the number of square meters applied for if the conference area available is oversubscribed.

3. Rental of stand fitting, design and signs

The individual design of the stand, if in excess of the services indicated in the offer, is the concern of each individual Exhibitor who shall apply with the official contractor for furniture, fittings, fixtures and Utilities. The nature of the design shall, however, be subjected to the construction regulations applicable to the event venue and to the construction guidelines set by the Organizer.

4. Terms of payment

- a) 100% of total stand rental charges and items sponsored
- b) Upon receipt of the invoice
- c) For other additional services, payments must be made in full, in advance, when placing orders for services
- d) Payment by the stipulated date is a prerequisite condition for the Exhibitor's participation in the event and use of the stand.
- e) In the event of default of payment by the stipulated date in (a), the Exhibitor's or sponsor's application shall be deemed to be cancelled and 50% forfeited as penalty fees more than 4 months prior the starting day of the event and 100% within 4 months prior to the starting day of the event; and (b), the Organizer shall reserve the right to claim all payment due from the defaulting Exhibitor or Sponsor. The Exhibitor or Sponsor shall not be entitled to any form of compensation whatsoever, whether for loss of profits or otherwise.

5. Withdrawals

The Exhibitor or Sponsor will not be permitted to withdraw from, cancel, alter or reduce in any way their booking of the conference. However, the Organizer may consider special cases and in their sole discretion grant partial refunds according to how many months/weeks prior to the start of the conference that the proposed withdrawal or charge is made known to the Organizer in writing. Months prior to start of conference cancellation fee:

- a) More than 4 months 50%
- b) Within 4 months 100%

6. Movement of exhibits

- a) The Exhibitor shall bear the responsibility and expenses for transport of exhibits to the conference venue.
- b) The Exhibitor shall make their own arrangements for the storage and warehousing of the exhibits, subject to the approval of the Organizer.
- c) The Exhibitor shall submit a list of exhibits to the Organizer at least ten days prior to the start of the conference.
- d) No exhibits or other goods will be permitted to leave the conference venue. The Exhibitor shall indemnify the Organizer against any loss or damages due to delay or damage to the conference venue.

7. Security and Insurance

The Organizer, its directors, trustees, offices, employees, agents and representations, will not be responsible for the safety of articles of any kind brought into the conference by the Exhibitor or Sponsor, their employees, agents or contractors, members of the public or any person whatsoever. Exhibitors shall ensure that they are fully covered by Insurance and take out public liability and comprehensive protection. The period of Insurance shall be from the time the Exhibitor or Sponsor first start building up by entering the conference hall or outside area until all his exhibits have been properly removed to the satisfaction of the Organizer. The Exhibitor shall indemnify and hold the Organizer, its directors, trustees, offices, employees, agents and representations, with respect to all costs, claims, liabilities, losses, demands, proceedings and expenses to which the Organizer, its directors, trustees, offices, employees, agents and representations may in any way be subject (including but not limited to members of the public, the staff of the local authorities, or the Organizer of Exhibitors' staff, agents or contractors) caused as a result of any act of omission of the Exhibitor, sponsor, representatives, employees, agents, contractors or invitees. If the Organizer so demands, the Exhibitor shall provide proof to the Organizer that the Exhibitor has adequate insurance coverage. The Organizer shall not in any event be held responsible for any loss or damages whatsoever including loss of profits suffered by the exhibitor) as a result of any restrictions or conditions which prevent construction, completion, alteration or dismantling, or for the failure of any service normally provided at the listed conference ground, for the cancellation or part-time opening of the conference either as a whole or in part, or for amendments or alterations to all or any of the 'Terms & Conditions for Participation' caused by any circumstance not within their control. Exhibitors and Sponsors are strictly restricted from selling materials/products in the public area, due to Brussels city regulations.

8. Security Responsibility

During all periods. security of exhibits, stands and furniture is wholly the responsibility of the Exhibitor, his agent or contractor and the Organizer, its directors, trustees, offices, employees, agents and representations shall not be responsible for any losses, damages to property or injuries to person incurred. Sponsors presenting outside the conference halls should remove any material if not attended and especially overnight or provide the corresponding required security guards at their own expense.

9. Damage to venue

The exhibitor shall take good care of and shall not cause any damage or permit or suffer any damage to be done to the conference venue or to any part or parts there of or to any fittings, equipment or other property therein, and shall make good and pay for damages thereto (including accident damage and damage by fire) caused by act or omission of himself, employees, agents, representatives, contractors or persons by reason of the use of the conference venue by the Exhibitor. If the Organizer so demands, the Exhibitor shall insure the venue for any damage and send the insurance documents to the Organizer.

10. Indemnity of the Organizer/Exhibition Manager

Under no circumstances shall the Organizer make good or accept any responsibility or liability however arising with respect to damage, theft or loss of any property, goods, articles or things however placed, deposited or brought into or left upon the premise either by the Exhibitor for his use or purpose or by any other person, and the Exhibitor must indemnify the Organizer, its employees, agents and offices in respect thereof.

11. Compliance with laws

Exhibitors shall comply with all the rules, regulations and laws imposed or laid down or prescribed in the future by the government, public authorities and owners or managers of the conference venue for all purposes concerned with the implementation of these regulations, of the regulations and stipulations laid down or prescribed in the future by the Organizer by virtue thereof, and of all other contracts relating to the conference the Exhibitor shall be deemed to be domiciled at the office of the Organizer in Brussels. Without prejudice to the powers of the parties to enter into a general or limited arbitration agreement, all disputes arising from the Exhibitor's participation, from the enforcement of these regulations, or from any other contracts relating to the conference, including the Terms & Conditions for Participation' stated herein, or by virtue of regulations or stipulations laid down or prescribed by the Organizer, shall be governed and construed accordingly and the Exhibitor hereby submits to the nonexclusive jurisdiction of the courts. Where disputes arise concerning interpretation, the English text of these 'Terms & Conditions for Participation' shall be deemed to be final.

12. Supplementary clauses

Whenever necessary to ensure the smooth management of the conference, the Organizer shall have the right to issue Supplementary regulations and instructions in addition to those in the Terms & Conditions for Participation'. All such additional written instructions form a part of the 'Terms & Conditions for Participation' and are binding on all Exhibitors.

13. Infringement of 'Terms and Conditions for Participation'

The infringement of the above-mentioned 'Terms and Conditions for Participation', and any other future rules and regulations determined by the Organizer, will result in the exclusion of the Exhibitor from the conference, and the Exhibitor shall have no right to claim compensation or demand refund on any payments already processed, losses or expenses, nor shall the Exhibitor be released from their contractual obligation to pay.

14. Unforeseen Occurrences

In the event of any occurrence not foreseen in these Terms & Conditions for Participation', the decision of the Organizer shall be final.

15. GDPR

a). In accordance with European data protection regulation, in particular Regulation (EU) No. 2016/679 on the protection of natural persons with regard to the processing of personal data, MCI Group, as data controller, processes the exhibitor/sponsor's personal data for the purposes of (i) managing and organising the event, in particular the management of exhibitor/sponsor's stand (ii) managing and organising prospecting and loyalty (iii) enabling the exhibitor/sponsor to benefit from our services (iv) enabling the exhibitor/sponsor to receive

our news. These data processing have as legal basis the execution of the contract: the information we collect is necessary for the implementation of the contract to which the exhibitor/sponsor has adhered, failing which the contract cannot be executed.

Exhibitor/sponsor's data are retained for the time necessary for processing purposes, namely 5 years from the end of the business relationship.

For processing purposes, the data of the exhibitor/sponsor's data - or transmitted by him - will be transmitted to the following recipients: management service providers of our Customer

Relationship Manager, service providers in charge of management, event service providers (reception service providers, security, printing, etc.).

The data necessary for MCI Group to fulfil the purposes described above are those appearing on this order form. In accordance with the regulations in force, the exhibitor/sponsor benefits from a right of access, rectification, limitation, deletion and portability on his data.

The exhibitor/sponsor may also object to the processing of his personal data concerning him and lodge a complaint with the data protection and control authority. The exhibitor/sponsor may exercise his rights by sending a request to the following address: EFASevents@mci-group.com or by contacting our Data Protection Officer (DPO) : anne.lesca@mci-group.com

b). In any event, the exhibitor/sponsor acknowledges compliance with European data protection regulations for its own processing, including Regulation (EU) No. 2016/679 on the protection of personal data, foremost among which the integrity and confidentiality of data communicated by participants and compliance with their data-retention periods. In case of communication to MCI by the exhibitor/sponsor of a personal data file, the exhibitor/sponsor acknowledges having informed and obtained the consent of the person(s) concerned by this communication.

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