



# REGISTRATION FORM COMMERCIAL SPONSOR

14th Annual Conference

April 13-17, 2010

Rome, Italy

<b>REGISTRATION INFORMATION</b>	Organization	
	Representative 1 :	
	Representative 2 :	
	Address :	
	City :	State/Province :
	Postal/Zip Code :	Country :
	Telephone :	Fax :
	E-mail :	
	How did you hear about our conference? <input type="checkbox"/> E-mail <input type="checkbox"/> Mail <input type="checkbox"/> BFE Website <input type="checkbox"/> Colleague <input type="checkbox"/> Society <input type="checkbox"/> Organization <input type="checkbox"/> Other, please specify :	

<b>FEES</b>	<b>The exhibition takes place during the whole conference (5 days). Please note: ALL EXHIBITORS HAVE TO SET THEIR STAND ON TUESDAY, APRIL 13, 2010 BETWEEN 07:00 AND 8:30!</b> Registration is valid only when full payment is received.
<b>Exhibition space</b>	<input type="checkbox"/> € 1500 Exhibition space of 2 meters, including 1 chair, 1 table and electricity <input type="checkbox"/> € 3000 Exhibition space of 4 meters, including 2 chairs, 2 tables and electricity <input type="checkbox"/> € 4500 Exhibition space of 6 meters, including 3 chairs, 3 tables and electricity
<b>Promotional literature</b>	<input type="checkbox"/> € 1000 per sheet of promotional literature in the registration packages <input type="checkbox"/> € 500 per sheet of promotional literature to be displayed on a 'take-one' table
<b>Products</b>	Complete list of products to be exhibited/promoted at the conference:

Signature

Date

Signature

## METHOD OF PAYMENT

**Money Transfer** (indicate your name and invoice number clearly on all money transfers)

Bank information

IBAN: NL70ABNA0440872642

Bank Code: ABNANL2A / Account Number: 44.08.72.642

Bank: ABN-Amro, Emiclaerhof, Amersfoort The Netherlands

Account Holder: BFE, P.O. Box 555, 3800 AN Amersfoort, The Netherlands

**VISA credit card (no other type of credit cards can be accepted!)**

Card number		
Expiration date	/	
Security code *		
Name of card holder		
Address of card holder		
City / country		/

\*) security code = last 3 digits of the number on the reverse side of your credit card

**Note: we have to add 5% of the total amount for payments with VISA credit card**

## RULES AND REGULATIONS

1. Because the exhibits are small-scale, it could be that there is less space available than there are requests for booths. In that case the companies that replied first will receive the space.
2. The BFE agrees to provide the exhibitor with the appropriate number of tables, chairs and electricity at no additional charge.
3. The booth itself and all additional electrical wiring and outlets have to be brought by the exhibitor.
4. Sales and order taking are permitted provided all transactions are conducted in a matter consistent with the nature of the meeting. BFE reserves the right to restrict sales activities that are inappropriate or unprofessional.
5. Exhibitors are not allowed to move their booth, to distribute materials outside the booth, perform equipment demonstrations outside the booth without written permission from the BFE.
6. The booth will be assigned only to one company; joint exhibitions with other manufacturers are prohibited.
7. The exhibitor is responsible for insurance related to their participation in the exhibits.
8. Maximum 2 persons can man the booth. These 2 persons have free admittance to the scientific program.
9. It isn't allowed to receive customers at the booth who are not participating in -and paying for- the conference.
10. Exhibitors will be notified by the BFE if their registration application using this form is accepted by the standing exhibition committee. Without written confirmation by the duly appointed representative of the BFE the exhibitor is not permitted to participate in the conference. Any action against such a decision will cause a five-year exclusion from any BFE event.
11. Exhibitors will be liable for and will indemnify and hold harmless the BFE and the venue from any loss or damages whatsoever suffered by the BFE or venue, as a result of any loss or damages occurring to or suffered by any person or company, including the exhibitor, other exhibitors, employees and members of the public attending the exhibits, either on the said space or elsewhere if said that loss or damages arose from or were in any way connected with the exhibitor's occupancy or said space.
12. **ALL EXHIBITORS HAVE TO SET THEIR STAND ON TUESDAY, APRIL 13, 2010 BETWEEN 07:00 AND 8:30! The exhibition end on Saturday, April 17, 2010 at 3:30 after the break.**

## CANCELLATIONS

Provided written notice is received by February 1, 2010 a full refund will be given less a 10% administration charge. If the exhibitor cancels after this date, 50% of the exhibitor fee will be charged. It is regretted that for cancellations after March 1, 2010 or for no-shows at the conference, there are no refunds. The BFE has the right to cancel this contract at any time with full refund to the exhibitor.

## TO REGISTER

**Send by post to:**

Biofeedback Foundation of Europe, P.O. Box 555, 3800 AN Amersfoort, The Netherlands

**Send by fax to:**

+31 (0) 84 83 84 696

**Send by e-mail to:**

d.matto@bfe.org

**Commercial sponsors have to register and pay before February 28, 2010.**