

SPONSORSHIP APPLICATION FORM



To be returned to the Organizing Secretariat

ccm2019@theoffice.it

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 _____

SPONSORSHIP OPPORTUNITIES *(check the appropriate box)*

All prices are in EURO (€) and **do NOT** include VAT

- | | | |
|--------------------------|--|---------------------|
| <input type="checkbox"/> | PLATINUM SPONSOR | EUR 9,000 .- |
| <input type="checkbox"/> | GOLD SPONSOR | EUR 4,500 .- |
| <input type="checkbox"/> | SILVER SPONSOR | EUR 2,000 .- |
| <input type="checkbox"/> | Other sponsorship opportunities | |

(please specify choice and relevant price)

Once you sign this Form, you will receive the relevant invoice. Please see Terms and Conditions below.

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: ccm2019@theoffice.it

Company Name _____
Address _____
City _____
Country _____
Phone / Fax _____

I declare that the above mentioned Company:

- Has 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 above document

Date _____
Signature _____
Name of person who is filling
this form _____
Company position _____
Email _____

Invoice will be issued upon receipt of the duly filled in form.

Date and signature _____ Company stamp _____

TERMS AND CONDITIONS

Sponsorship

Please fill-in the Sponsorship Form and send it to the Sponsorship Secretariat:

the office srl
Via San Nicolò 14
34121 Trieste TS - ITALY

Email: ccm2019@theoffice.it
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		100000010503
Name		The Office s.r.l
Bank		Intesa Sanpaolo SpA
Address		Piazza della Repubblica 2 – Trieste - Italia
Bank Reference IBAN CODE		IT75 L030 6902 2331 0000 0010 503
CODE SWIFT BIC	I	BCITITMM

Please indicate the **Company name** and "**CCM2019**" as reason for payment in the transfer order.

Please note: it is absolutely necessary to send a copy of bank transfer by email (ccm2019@theoffice.it) 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 or on 22 March 2019**
- ❖ 100% of the invoice if cancellation is made **after 22 March 2019**

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.