**Exhibition Application Form and Contract**

**Please complete by email/post to:**

A/C Ms. Catarina Cunha

*fib* ICCS2024

ISISE – Institute for Sustainability and Innovation in Structural Engineering

University of Minho, School of Engineering

Campus de Azurém

4800-058 Guimarães, Portugal

Email: [fibiccs24@civil.uminho.pt](mailto:fibiccs24@civil.uminho.pt)

Web: <https://fibiccs.org/>

**Data of the Company:**

|  |  |
| --- | --- |
| Company Name: | Click or tap here to enter text. |
| Company VAT number: | Click or tap here to enter text. |
| Contact name: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| Postal Code: | Click or tap here to enter text. |
| City: | Click or tap here to enter text. |
| Country: | Click or tap here to enter text. |
| Mobile phone: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |
| Website: | Click or tap here to enter text. |

**We wish to book the following booth type:**

|  |  |
| --- | --- |
|  | Booth 2 x 3 m2 until March 31, 2024 (2,500 €) – 2 to 13 (see layout in the last page) |
|  | Booth 2 x 3 m2 after March 31, 2024 (3,000 €) – 2 to 13 (see layout in the last page) |
|  | Booth 1 x 3 m2 until March 31, 2024 (1,500 €) – 15 to 29 (see layout in the last page) |
|  | Booth 1 x 3 m2 after March 31, 2024 (2,000 €) – 15 to 29 (see layout in the last page) |
| Preferable booth (see the layout in the last page): Click or tap here to enter text. | |

The fee includes:

* One general delegate registration. Activities with additional charges are excluded.
* Listing on the conference website and in the final programme.
* The exhibition space includes one table, one chair and access to electricity.

**Observations:**

|  |
| --- |
| Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. |

**Reservation:**

* All amounts/fees must be paid in Euros;
* Exhibition and sponsorship fees will be billed for at 50% at the time of booking (for bookings made before March 31, 2024);
* Send always the proof of payment to fibiccs24@civil.uminho.pt, together with this form;
* The remainder of the value (50%) must be paid until March 31, 2024. Non-payment is subject to cancellation of booking without reimbursement of the deposit paid;
* The bookings made after March 31, 2024, will be billed for the total amount. The total amount must be paid 30 days before the Conference;
* Setting up of exhibition booths will NOT be allowed if payment is not previously confirmed;
* The amount is subject to prevailing taxes at the time of booking, namely the Value Added Tax (VAT), if applicable.

**Payment (by bank transfer):**

Bank: Caixa Geral de Depósitos

Account Name: Quality Tours Global Services

IBAN: PT50 0035 0860 0001 6669 9304 5

BIC/Swift: CGDIPTPL

**Cancellation policy:**

All cancellations and changes to the original booking must be made in writing to the Conference Organiser Secretariat. The cancellation fees are:

* 25% of the amount if the cancellation is received within 6 months before the Conference.
* 50% of the amount if the cancellation is received 3 - 6 months before the Conference.
* 75% of the amount if the cancellation is received 1 - 3 months before the Conference.
* No refund if the cancellation is received within 30 days before the Conference.

Place and Date: Click or tap here to enter text.

Signature and company stamp:

|  |  |
| --- | --- |
|  |  |

Layout of the Exhibition (tentative)