

# PARTNERSHIP APPLICATION FORM

Please complete this form, review the terms and conditions, include payment and return it to:

**UIA – Union Internationale des Avocats • Colette Surin, Events Coordinator**

9 rue du Quatre Septembre - 75002 Paris, France • T +33 1 44 88 55 66 • F +33 1 44 88 55 77 • Email: csurin@uianet.org

Contact Name: .....	<b>Details required for invoicing</b> (if different from here opposite)
Company Name: .....	Contact Name: .....
Address: .....	Company Name: .....
City: .....	Address: .....
State/Region: .....	City: .....
Zip Code: .....	State/Region: .....
Country: .....	Zip Code: .....
Telephone: .....	Country: .....
Fax: .....	Telephone: .....
Email: .....	Fax: .....
Website: .....	Website: .....
	<b>VAT N°:</b> .....

Please indicate which seminar/s you would like to sponsor: .....  
and which following items you would like to sponsor:

PARTNERSHIP PACKAGES	
<input type="checkbox"/> Diamond .....	€ 30.000*
<input type="checkbox"/> Platinum .....	€ 10.000*
<input type="checkbox"/> Gold .....	€ 5.000*
<input type="checkbox"/> Simultaneous translation .....	€ 5.000*
<input type="checkbox"/> Silver .....	€ 2.500*
<input type="checkbox"/> Welcome Cocktail .....	€ 2.000*
<input type="checkbox"/> Exhibitor .....	€ 1.800*
<input type="checkbox"/> Lunch .....	€ 1.500*
<input type="checkbox"/> Full page advert in the programme .....	€ 1.500*
<input type="checkbox"/> ½ page advert in the programme .....	€ 800*
<input type="checkbox"/> Coffee break .....	€ 500*
<input type="checkbox"/> Seminar notepads .....	€ 500*
<input type="checkbox"/> Seminar pens .....	€ 250*

Please call me to discuss the above checked sponsorship opportunities or other opportunities.

By signing and returning this form you agree to the terms and conditions laid out on the final page of this document. This application and contract for sponsorship of either UIA party shall become binding upon acceptance by an authorised UIA representative for the UIA Events. The UIA reserves the right to reject or terminate this application and contract for sponsorship at its sole discretion.

Your logo in **high-resolution .jpg** and **.eps/.ai** must be emailed within one week of submitting this partnership agreement form.

*\*Amounts exclusive of VAT. The VAT can be applied to the amount here above according to the European Directive 2006/112/CE of November 28, 2006. For the seminars taking place in France, the French VAT will be applied. For the seminars taking place in other EU countries, the VAT of the country will be applied except if you provide an EU VAT ID number (reverse charge system). For the seminars taking place out of the EU, there is no VAT applicable. For more information, please contact the UIA.*

I certify that I am authorised to sign this application and accept this contract for advertising on behalf of the client.

Authorised signature:

Print name:

Date:

# TERMS AND CONDITIONS

*\*The VAT can be applied to the amount here above according to the European Directive 2006/112/CE of November 28, 2006. For more information, please contact the UIA.*

## ■ Sponsor Registration, Payment and Cancellation Policy

Application for sponsorship must be made in writing and sent via email or post using the designated application form.

Sponsors will be invoiced 100 per cent of the total invoice cost upon placing the order, payable to the UIA within 30 days of the receipt of the invoice. Sponsorship will not be recognized until payment has been received in full. All sponsorship purchases are non-refundable.

## ■ Use of Space/Promotional Materials

Each sponsor must wear the official UIA seminar badge at all times.

When exhibiting, all demonstrations or other promotional activities must be confined to the limits of the area assigned to your organisation.

The sponsor cannot distribute promotional materials in the meeting room. A company's promotional materials should not interfere with any other company's sponsorship or exhibit.

Exhibitors may not assign or sub-let any space allotted to them nor may they advertise or display goods other than those manufactured or sold them in the regular course of business.

## ■ Exhibitor Passes

The maximum number of exhibitor passes allocated per booth is two. Sponsor badges will be distributed on-site during registration. Exhibitor badges must be worn at all times and they may be made out only in the name of representatives of the sponsor as shown on the sponsor registration form. The pass covers attendance to the exhibition area only. Exhibitors are not permitted to enter sessions, those who do, will be asked to leave. Exhibitors and sponsors are not permitted to invite guests to the conference or exhibition area.

Should the exhibitor require more than the two badges allocated as part of the

agreement, an additional charge of € 100 per badge will be incurred.

## ■ Exhibition

Exhibitors are responsible for all freight, decorating and labour charges in addition to those supplied by the UIA.

Information on shipping can be obtained by contacting Colette Surin on +33 1 44 88 55 66 or email [csurin@uianet.org](mailto:csurin@uianet.org).

## ■ Delegate List Use

The delegate list will consist of postal addresses only (no e-mail addresses, phone or fax numbers will be supplied) and may be used once only. No updated version will be supplied once a list has been purchased.

## ■ Removal of Exhibits

No exhibitor shall commence dismantling or packing products before the end of the final coffee break on the last day of the seminar. It is the responsibility of each sponsor to have material packed, identified, and cleared for shipment by the closing of the seminar registration desk. Any items left on the booth at the end of the conference that are not packed, identified and marked for shipping will be removed and destroyed.

## ■ Function Space

It is understood that no rooms, suites, or other space in the conference hotel may be used for exhibit purposes, workshops, or other exhibitor sales-related use.

The hosting of cocktail parties, open houses, and similar exhibitor-sponsored affairs should be checked with the UIA seminar management so as not to conflict with the programme events.

## ■ Complimentary Delegate Passes

Complimentary delegate passes given as part of a sponsorship agreement can be used only by representatives of the sponsoring companies attending as delegate and are only valid for the person named on the badge.

A completed application form must be completed to receive a complimentary delegate pass. Complimentary delegate

passes must be worn at all times, they cannot be exchanged between colleagues, must not be altered or covered by any other sign. Complimentary delegate badges entitle the delegate to the same opportunities as a paying delegate. Complimentary delegate pass holders may attend the welcome party, sessions, and purchase tickets for the UIA social events.

## ■ Insurance

All exhibitors are strongly urged to obtain insurance coverage against damage or loss and public liability insurance against injury to the person or property of others. Exhibit materials should be covered from the time they are shipped, through move-in, exhibit dates, move-out and until all materials have been received at the point of origin.

The exhibitor assumes full responsibility and liability for losses, damages, and claims arising out of damage to exhibitor's display equipment and other property brought upon the premises of the venue and shall indemnify and hold harmless the UIA from any and all such abuses, damages, and claims.

## ■ Seminar Postponement or Cancellations

The UIA, at its discretion, shall have the right to postpone or cancel the seminar and shall in no way be liable to the sponsor for losses resulting from such delay or cancellation.

The UIA will not be liable for fulfilment of this contract as to the delivery of exhibit space if non-delivery is due to any of the following causes: by reason of the facility being damaged or destroyed by fire, act of God, public enemy, war or insurrections, strikes, the authority of the law, or for any cause beyond the UIA's control.

The UIA will, however, in the event that it is unable to hold a conference for any of the aforementioned reasons, reimburse the sponsor for the amount already paid for the sponsorship.

## ■ Governing Law and Jurisdiction

All agreements shall be exclusively governed and construed in accordance with the laws of France with regard to principles of law.