

## EXHIBITION BOOKING FORM - SMART CITIES WEEK WASHINGTON, D.C. 2019

Please return a scan of this completed form to: [lieven.marien@eu.smartcitiescouncil.com](mailto:lieven.marien@eu.smartcitiescouncil.com)

### 1 COMPANY DETAILS

Contact name:		Telephone:	
Position:		Mobile:	
Company:		Email:	
Address:		Fax:	
Zip code:	City:	Smart Cities Council Member:	yes          no
Country:			if yes, which level?

### 2. EXHIBITION BOOKING

Raw Space: \$35/sf x	sf =	\$
80 sft shell scheme booth (\$7,000)		
160 sft shell scheme booth (\$12,000)		
Table top (\$3,500)		
Lounge area (\$8,000)		
Smart device package (\$5,900)		
Full conference exhibition pass: \$500 x	=	\$
1-Day conference exhibition pass: \$250 x	=	\$

### 3. METHOD OF PAYMENT

Bank Transfer | 
  Credit Card Payment
  Visa
  Mastercard
  AMEX

Credit card number: \_\_\_\_\_ Expiry date: \_\_\_\_/\_\_\_\_/\_\_\_\_ CVS Security Code\*: \_\_\_\_\_  
\*Visa/MasterCard: final 3 digits on the reverse side of card

Total amount due (with credit card processing fee): \_\_\_\_\_

Name of card holder: \_\_\_\_\_ Authorised signature: \_\_\_\_\_

All credit card transactions will incur an additional 2.5% credit card processing fee. This fee will be applied to the total amount payable. Upon receipt of your booking form, MCI Benelux SA will send you an invoice for a 100% payment equivalent to the value of your reservation. Payment of the invoice before the start of the event is a prerequisite condition for the Sponsor's participation to the conference.

### 4. CONFIRMATION

In order to ensure a smooth operational process, I accept that my data might be shared with MCI suppliers and partners.

By signing the booking form, I have read and accepted the terms and conditions and the cancellation policy, including the GDPR information.

This booking is legally binding

All mentioned rates exclude VAT

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Date:

Name:

Signature and Company Stamp:

## SPONSORSHIP BOOKING FORM - SMART CITIES WEEK WASHINGTON, D.C. 2019

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### 1 COMPANY DETAILS

Contact name: Telephone:  
 Position: Mobile:  
 Company: Email:  
 Address: Fax:  
 Zip code: City: Smart Cities Council Member: yes no  
 Country: if yes, which level?

### 2. SPONSORSHIP LEVEL

Executive Group +\$60,000	Leadership Group \$40,001- \$60,000	Accelerator \$20,001- \$40,000	Catalyst \$10,001-\$20,000	Supporter up to \$10,000
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### 3. SPONSORSHIP OPPORTUNITIES

Sponsorship Item(s) (please indicate below)	Rate (excluding VAT)
TOTAL SPONSORSHIP ITEMS EXCLUDING VAT	

### 4. METHOD OF PAYMENT

Bank Transfer | Credit Card Payment | Visa | Mastercard | AMEX

Credit card number: Expiry date: / CVS Security Code\*:  
\*Visa/MasterCard: final 3 digits on the reverse side of card

Total amount due (with credit card processing fee):

Name of card holder: Authorised signature:

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 Upon receipt of your booking form, MCI Benelux SA will send you an invoice for a 100% payment equivalent to the value of your reservation.  
 Payment of the invoice before the start of the event is a prerequisite condition for the Sponsor's participation to the conference.

### 5. CONFIRMATION

In order to ensure a smooth operational process, I accept that my data might be shared with MCI suppliers and partners.  
 By signing the booking form, I have read and accepted the terms and conditions and the cancellation policy, including the GDPR information.

This booking is legally binding  
 All mentioned rates exclude VAT

.....

Date: Name:

Signature and Company Stamp:

# TERMS AND CONDITIONS

## 1. Definitions

"SCW" shall mean the event, the Smart Cities Week, which will take place September 30– October 2 2019, at the MGM National Harbor. "Organizer" shall mean MCI in Joint Venture with SCC. "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) The invoice shall be paid within 30 days after the issue date 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 conference 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 Exhibition and 100% within 4 months prior the exhibition; 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 first enters the conference hall 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, harmless 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.

## 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.

## 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 thereof 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

<https://www.mci-group.com/privacy-statement>