

REGISTRATION FORM & CONTRACT

2009 € **MRS** **FALL EXHIBIT**
September 14-17

COMPANY DATA

Company Full Name			
Address	Street	P.O. Box	
	Zip	City	
Web Site		Country	
Phone		Fax	
VAT no. (NIP)		e-mail	

CONTACT PERSON

Name & Surname		Phone	
e-mail		Fax	

BOOTH SPECIFICATION & ARRANGEMENT

Please allocate space near the following possible exhibitors	1.	2.	3.
Please do not allocate space adjacent to the following possible exhibitors	1.	2.	3.

BOOTH TYPE	SPECIFICATION	PRICE	<input checked="" type="checkbox"/>
A 12 m ² (4m wide x 3m deep)	banner with company name and logo (1), pane-top counter (1), round table (1), chair (4), light (1/3m ²), rack (1), trash bin (1), equipment display table (2)	€ 1500	<input type="checkbox"/>
B 9 m ² (3m wide x 3m deep)	banner with company name (1), counter (1), round table (1), chair (3), light (1/3m ²), rack (1), trash bin (1), equipment display table (2)	€ 1200	<input type="checkbox"/>
Additional equipment of above booth or changed configuration will be extra charged and shall be ascertained with coordinator first according to written specification of requirements		€	<input type="checkbox"/>
Please put a tick in case of pro-forma invoice request			<input type="checkbox"/>

(all prices include VAT) TOTAL CHARGE €

FOR DELIVERING BADGES, PLEASE INDICATE THE NAME(S) OF COMPANY REPRESENTATIVE(S) WHO WILL PARTICIPATE TO THIS EVENT

1.	2.	3.
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PAYMENT

WUT - EMRS Conference; 141 Woloska St. , 02-507 Warszawa, Poland
PEKAO S.A. IV O/Warszawa IBAN: PL 79 1240 2092 9522 1090 0100 0000
SWIFT: PKOPPLPWWA4 Title: EMRS9F-EXH

*The payment ought to be made in Euro
(exhibitors from Poland are pleased to pay in Polish Zlotys (PLN) according to the NBP mid-rate of exchange on the day of transfer).*

_____ Date

_____ Signature and Stamp

THE SIGNATURE ON THE APPLICATION FORM OF THE AUTHORIZED PERSON ON BEHALF OF THE COMPANY IS CONSIDERED TO BE AN ACCEPTANCE OF RULES & REGULATIONS SPECIFIED ON PAGE 2.

For scientific issues please contact:
Conference Secretary - Agnieszka Rytel
WUT; 141 Woloska St., 02-507 Warsaw, POLAND
e-mail: office@e-mrs.org
Phone/Fax: (+ 48 22) 234 87 94

For issues related to the exhibition please contact:
Exhibition Coordinator - Grzegorz Wojas
WUT; 141 Woloska St., 02-507 Warsaw, POLAND
e-mail: exhibition@e-mrs.org
Phone/Fax: (+ 48 22) 234 81 08

Please fill in all yellow fields of this form

<http://www.e-mrs.org/meetings/fall2009/>

Rules and Regulations

LOCATION, DAYS AND HOURS

14th – 17th September 2009
Main Hall of the Warsaw University of Technology,
Address: Plac Politechniki 1, 00-661 Warsaw, Poland
Mon (Sept. 14th) 12:00 – 17:00
Tue (Sept. 15th) – Wed (Sept. 16th) 09:00 – 17:00
Thu (Sept. 17th) 09:00 – 12:00

REGISTRATION

Signed application form please send to exhibition coordinator – Grzegorz Wojas **exhibition@e-mrs.org** or fax (+48 22) 234 81 08 ; +48 22 234 87 50. Completed application form and full payment in advance is required for a company to participate in the exhibition. WUT reserves the right to cancel the contract with Exhibitor without presenting reasons 30 days before the date of the exhibition beginning when all fees would be returned. WUT reserves the right to determine the final location of the Exhibitor – it will be presented on the website. Registrations after deadline will be not considered. Total booth payment must be received prior to show opening. Company profiles ought to be send via e-mail only – as a DOC or TXT format file or downloaded directly to the registration system.

PAYMENT

All reservation fees are drawn in Euro. Payment via bank transfer only!

WUT – EMRS Conference
141 Wołoska St., 02-507 Warszawa, Poland
Bank name: PEKAO S.A. IV o/Warszawa
Account/IBAN: PL 79 1240 2092 9522 1090 0100 0000
SWIFT: PKOPPLPWWA4
Payment title code: EMRS9F-company name

Participants from Poland: Payments must be made in Polish Zlotys (PLN) according to the NBP mid-rate of exchange

BOOTHS ARRANGEMENT & DISMANTLING

The exhibition booth is designated only for the 3 representatives. Exhibitors agree to arrange their exhibits so as not to obstruct the general view or to conceal other exhibits. Any changes concerning the company presentation will only be with the written agreement of the organisers.

A representative must man exhibit space during all times when Exhibition is officially open. Exhibit space must be maintained in a neat and orderly manner throughout the Exhibition. Exhibit booths must be staffed during all show hours/days. Each exhibitor shall provide show management, in advance, with the name and title of the person(s) who will be in attendance at the exhibition and responsible for the installations, operations, and removal of the exhibit. Said representative(s) shall be authorized to enter into such service contract(s) as may be necessary, for which the exhibitor shall be responsible. The arrangement of the booths will be organised by the WUT. The exhibitors will be informed of the exact booth location one week before the exhibition start. The booths will be available for exhibitors from 10 am on Monday, September 14th. Considering the Conference programme it is not possible to arrange booths earlier. The delivered exhibiting goods will be deposited in a guarded room in the conference venue and available for exhibitors from 10am in a presence of exhibition coordinator. Before booth set-up please contact WUT Registration Desk. Exhibitors may begin dismantling only after 1 pm on Thursday, September 17th. Move-out must be completed by noon on Friday, September 18th. Exhibitors are responsible for removal of all materials used in their display. Any exhibitor leaving materials after noon on Friday, will be charged for the materials' removal. All displays must be erected and completely arranged for viewing by the date and hour officially announced for the opening of the exhibition. Exhibitor registration – Warsaw University of Technology Reception Desk. Badges include admission to the Exhibit Hall and gives entitlement to refreshments during coffee breaks. Personnel with exhibiting companies (max. 3 persons) may attend presentations in the technical sessions (if you intend to present a paper you must be registered separately for the meeting as a conference participant and pay conference fee besides the booth cost). The registration fee also includes one Conference Programme and Book of Abstracts per company. All property of an Exhibitor is understood to remain in the exhibitor's care, custody, and control in transit to, from, or within the confines of the Exhibit Hall.

LOSS OR DAMAGE

Exhibitor agrees that 2009 EMRS Fall Meeting organizers shall not be liable for any damage or liability of any kind or for any loss, damage or injury to persons or property during the term of this agreement, from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space by Exhibitor or any person thereon with the consent of Exhibitor, and that Exhibitor will defend, indemnify and save harmless, 2009 EMRS Fall Meeting organizers from all liability whatsoever, on account of any such damage, or injury, whether or not caused by negligence or breach of an obligation by Exhibitor or its employees or representatives. Exhibitor will be liable for all damages or liability of any kind or for any loss, damage or injury to persons or any property during the show from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space.

MAINTENANCE OF EXHIBITS

The cleaning of the exhibition is not included in the fees. Guarding of the Exhibition will be undertaken by the security staff of Warsaw University of Technology at no charge. The exhibitors are advised to insure their exhibited equipment as WUT will not be liable of any damage or theft that might occur. To maintain uniformity and to prevent obstructing the view of adjoining booths, as well as to comply with the fire regulations, no walls, partitions, decorations or other obstructions may be erected which in any way interfere with the view of any other exhibitor. All visible parts of booth must be free of electrical cords and unfinished surfaces. All occupied corner and in-line end booths must install end caps to hide electrical cords, unfinished surfaces, etc. If an end cap is not ordered by the exhibitor, show management shall have the right to have an end cap installed and billed to the exhibitor at prevailing show rates. Exhibitors desiring to use other than standard booth equipment, signs, decorations, or arrangements of display material, which conflict in any way with the above regulations, must obtain permission from show management. All booth decorations must be flame-proof and all hangings must clear the floor. If audiovisual equipment is used, the exhibitor agrees to comply with all WUT regulations for the operation of the equipment. All sound devices must be turned to conversational level and should not be objectionable to neighboring exhibitors. Music in any form must be an original composition or in the public domain. The registration area, aisles, common areas, main entrance, etc., may not be used for the purpose of displaying any equipment, merchandise, signs, decorations, or arrangements of distributing materials.

SAFETY & COMPLIANCE

No demonstrations or solicitations shall be permitted outside of the Exhibitor's assigned space, and no signs or placards may be displayed on persons or otherwise outside exhibit spaces. No one (including exhibit personnel, installation and dismantling crews, etc.) will be admitted to the exhibit hall without a badge. Badges are required and must be worn by all attendees and exhibit personnel at all times while in the exhibit hall. Persons without badges will be escorted out of the exhibit hall. Exhibitors with exposition credentials (an exhibitor badge) will be admitted into the exhibition hall one hour prior to opening and may remain in their booth up to one hour after closing each day. Exhibitors are responsible for insuring their equipment and other materials used in the exhibit. Materials may be inspected and/or tested by the local fire marshal at any time. The Exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local, State and federal governing bodies concerning fire, safety and health, together with the rules and regulations of the operators and/or owners of the property wherein the Show is held.

MANAGEMENT

Each exhibitor by signing the contract to exhibit expressly understands that he/she releases EAPA from, and agrees to indemnify it against any and all claims for any such loss, injury, or damage. The Exhibitor further agrees that the conditions, rules and regulations of the 2009 EMRS Fall Meeting management are made a part of this contract and that said Exhibitor agrees to be bound by each and all of these rules and regulations, and that the management shall have the full power to interpret, amend and enforce all rules and regulations in the best interest of the Show. Any disputes will be settled according to the Polish Civil Law by the appropriate Polish Court. The Organizer reserves the right to revise, delete, or otherwise amend these exhibit rules at any time and without prior notice.

CANCELLATION

50% fee refund on written confirmation of cancellation before August 14th and 20% fee refund on written confirmation of cancellation before August 28th. No refund for cancellation made later than 14 days before the Conference

GOODS SHIPMENT

Exhibit goods – leaflets, posters, stands – must be delivered no later than 2 weeks before the E-MRS Conference

Delivery address:
EMRS EXHIBIT Grzegorz Wojas
141 Wołoska St., 02-507 Warsaw, Poland
Room 211, 1st floor
Phone/fax: +48 22 234 81 08
PLEASE INDICATE YOUR COMPANY NAME VISIBLY

All transportation costs, and other costs related to the exhibit set-up not explicitly offered above by E-MRS, are to be paid by Exhibitor.

Please arrange your shipment that your goods must be delivered no later than September 1st. The organizers do not guarantee transport of materials to the Main Hall of goods received after that day. While you are not sure to deliver goods until given time, **it must be delivered to the booth directly on Monday!!!** (E-MRS Fall Meeting Conference Venue – WUT Main Building – Pl. Politechniki 1) and arranged at times other than the official show hours. Coordinator will be present at the Reception Desk in official opening hours but Monday from 08:00am