

LISBON MEETING ROOM ORDER FORM (page 1)

20th EFORT Annual Congress
05 June–07 June 2019 | Lisbon, Portugal

Priority application deadline is 15 October 2018
Final application deadline is 30 April 2019

Please return this signed form to alan.cole@efort.org



Sponsor

Company Name _____
 Contact person _____
 Address _____
 Postal Code _____ City _____ Country _____
 Phone _____ E-mail _____

Appointed agency (if any)

Agency Name _____
 Contact person _____
 Address _____
 Postal Code _____ City _____ Country _____
 Phone _____ E-mail _____

Please indicate your choice below – tick the boxes corresponding to the room(s), time, and date(s) of your choice:

Room name	Seats / Set up	Room category
Ground floor		
<input type="checkbox"/> 0.03	n/a	D
<input type="checkbox"/> 0.04	n/a	D
<input type="checkbox"/> 0.05	32 sqm, 12 boardroom, 30 theatre	A, B, C or D
First floor		
<input type="checkbox"/> 1.02	43 sqm, 24 boardroom, 45 theatre	A,B or C
<input type="checkbox"/> 1.03	43 sqm, 24 boardroom, 45 theatre	A,B or C
<input type="checkbox"/> 1.04	50 sqm, 24 boardroom, 45 theatre	A,B or C
<input type="checkbox"/> 1.05	50 sqm, 28 boardroom, 60 theatre	A,B or C
<input type="checkbox"/> 1.06	50 sqm, 28 boardroom, 60 theatre	A,B or C
<input type="checkbox"/> 1.07	50 sqm, 32 boardroom, 65 theatre	A,B or C
<input type="checkbox"/> 1.08	63 sqm, 32 boardroom, 70 theatre	A,B or C
Second floor		
<input type="checkbox"/> 2.01	30 sqm in theatre	A,B or C
<input type="checkbox"/> 2.02	30 sqm in theatre	A,B or C
<input type="checkbox"/> 2.03	30 sqm in theatre	A,B or C
<input type="checkbox"/> 2.04	30 sqm in theatre	A,B or C
<input type="checkbox"/> 2.05	30 sqm in theatre	A,B or C

The meeting room costs DO NOT INCLUDE any AV such as screens and projectors. ONLY the standard Board Room style set up, table and chairs are included in the rooms on ground and first floor. Set-up charges may occur. Should any AV equipment be needed then it must be ordered through the MCI Online shop as detailed in the Technical manual and such costs are between the client and MCI Berlin directly.

Similarly should another room set up be requested then this must be communicated post booking to MCI Berlin directly and any additional costs would then be subject to an agreement between MCI and the ordering company.

Room category	Per hour	Half Day	Full day	2 days	3 days
A- Hospitality suite	n/a	<input type="checkbox"/> CHF 1,750	<input type="checkbox"/> CHF 2,500	<input type="checkbox"/> CHF 4,000	<input type="checkbox"/> CHF 5,500
B- Meeting room	<input type="checkbox"/> CHF 200	<input type="checkbox"/> CHF 750	<input type="checkbox"/> CHF 1,200	<input type="checkbox"/> CHF 2,000	<input type="checkbox"/> CHF 2,500
C- Closed Industry meeting	n/a	<input type="checkbox"/> CHF 1,850	<input type="checkbox"/> CHF 3,000	n/a	n/a
D- Surgical Skills Workshop	n/a	n/a	<input type="checkbox"/> on application	<input type="checkbox"/> on application	<input type="checkbox"/> from 20,000

Please indicate which date(s): _____

All rates shown are in Swiss Francs (CHF) and shown exclusive of VAT

Date _____ Contact Name _____

Signature _____

LISBON MEETING ROOM ORDER FORM (page 2)

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SELECT THE CATEGORIES THAT BEST APPLY TO YOUR COMPANY/ORGANISATION

Invoice details

(only if different from page 1)

Name of SPONSOR or agency to be invoiced _____

Contact person _____

Address _____ VAT n° _____

(if applicable)
Purchase order n° _____

Postal Code _____ City _____ Country _____

Phone _____ E-mail _____

We understand and agree that we, the SPONSOR, are entirely responsible for payment of rates according to the above. In the case that an appointed agency does not discharge payment of the invoices, charges will revert back to the SPONSOR and may, at EFORT's sole discretion, include administrative surcharges of up to 10% of the total rates.

The Sponsorship agreement between the SPONSOR and EFORT consists of:

- this dated and duly signed Application Form;
- the General Terms and Conditions of Sponsorship;
- the EFORT Congress exhibitor and sponsorship brochure.

By signing and returning this Application Form the SPONSOR acknowledges having received, read and accepted all these terms of Sponsorship agreement. This agreement is subject exclusively to Swiss law. Any disputes shall be resolved exclusively by expedited arbitration in accordance with the World Intellectual Property Organization Arbitration and Mediation Center's Rules for expedited arbitration. The place of any arbitration shall be Geneva, Switzerland.

It is the SPONSORS responsibility to comply with any applicable laws, administrative rules and regulations including, publicity, the handing out of any samples, and the sale or promotion of any products and marketing material. Neither EFORT nor its appointed partners can be held liable for any non-compliance.

CANCELLATION POLICY

IMPORTANT: submission of this form is entering into a legally binding contract with EFORT

A SPONSOR may withdraw its application for an exhibition space activity or satellite activity in writing prior to 31 December 2018 and will receive a refund of 70% of the amount paid within 60 working days. The withdrawal of an application received after 31 December 2018 will not entitle the sponsor to any refund. Please read the full [Terms and Conditions online](#).

All rates shown are in Swiss Francs (CHF) and shown exclusive of VAT

Date _____ Contact Name _____

Signature _____