

slas  
europe  
2018

ANNUAL  
CONFERENCE  
& EXHIBITION

# TRANSFORMING RESEARCH



27-29 JUNE, BRUSSELS

SLASEUROPE2018.ORG

EUROPE'S LEADING EVENT FOR THE LIFE SCIENCES DISCOVERY AND TECHNOLOGY COMMUNITY



## Booking Form

To apply for sponsorship opportunities, please complete and send this form by e-mail to [europe2018@slas.org](mailto:europe2018@slas.org) or by mail to: **SLAS Europe, c/o MCI, Boulevard du Souverain 280, 1160 - Brussels, Belgium**

After receipt of this Sponsorship Booking Form, the SLAS Europe will invoice you.

### COMPANY DETAILS *(Please indicate details as they should appear on the invoice):*

First Name: ..... Last Name:.....

Title: .....

Company: .....

Address: .....

Post Code:..... City:..... Country: .....

Company VAT Number:..... PO Number (if applicable):.....

Phone: +..... GSM:+.....

E-mail:.....

Company WEBSITE : .....

### INVOICE DETAILS *(Applicable if different from the company details):*

Company Name: .....

Address: .....

Post Code:..... City:..... Country: .....

Phone: +..... Fax:+.....

Email: .....

### CONTACT PERSON LOGISTICS:

First Name: ..... Last Name: .....

Title: .....

E-mail: .....

Phone: + ..... Mobile Phone: + .....



ITEMS	PRICE PER UNIT EXCL VAT	QUANTITY	TOTAL
<b>BOOTH</b>			
Booth 9 sqm raw	3.000,00€		
Booth 18 sqm raw	6.000,00€		
Booth 27 sqm raw	9.000,00€		
Booth 9 sqm equipped	4.000,00€		
Booth 18 sqm equipped	8.000,00€		
Innovation Avenue booth	1.000,00€		
Lounge area 20 sqm	6.000,00€		
Lounge area 40 sqm	11.000,00€		
Storage room 4 sqm	1.000,00€		
Exhibitor suite	On demand		
<b>CONTENT</b>			
Vendor workshop	5.000,00€		
5-min. snapshot presentation	3.000,00€		
User Group meeting	1.200,00€		
Photo shoot	2.500,00€		
Round Table Breakfast	6.500,00€		
AGORA	2.500,00€		
<b>NETWORKING / FOOD AND BEVERAGE</b>			
Piaggio coffee and Belgian waffles with your Brand	3,900,00€		
1 Coffee break	2.500,00€		
1 Lunch break	3.800,00€		
Walking Gala Dinner	15.000,00€		
Welcome reception	6.000,00€		
Water fountains	4.000,00€		
<b>COMMUNICATION ITEMS</b>			
Bag insert	1.750,00€		
1 seat drop key note session	1.000,00€		
1 seat drop general session	700,00€		
Communication package	3.800,00€		
Passport	800€		
Post Show Report - 2 Page Advert + Testimonial	1.800€		
Post Show Report - 1 Page Advert + Testimonial	1.000€		
Post Show Report - 1 Half Page Advert + Testimonial	750€		
Post Show Report - 1 Third Page Advert + Testimonial	500€		



ITEMS	PRICE PER UNIT EXCL VAT	QUANTITY	TOTAL
<b>BRANDING</b>			
Adhesive wall in the exhibition hall	3.000,00€		
Pillar/ Column adhesives	1.500,00€		
Floor tiles	650,00€		
Angle Structure	3.700,00€		
Panel with base	1.400,00€		
Outside totems	1.200,00€		
Signage 1 (Centre)	2.500,00€		
Signage 2 (Left)	2.300,00€		
Signage 3 (Right)	1.900,00€		
Reg Hall Sticker 1 (Entrance)	On demand (Please reach out to the Sponsorship and exhibition manager)		
Reg Hall Sticker 3 (Registration)	4.700,00€		
Speaker Preview Room	6.000,00€		
Program at a Glance	5.500,00€		
Other			
<b>TOTAL</b>			

NOTE: All prices quoted are exclusive of VAT. All VAT will be applied according to local regulations.

**COMMENTS:**

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**SPONSORSHIP LEVEL:**

- Total Investment < 10.000€
- Total Investment 10.000€ - 25.000€
- Total Investment > 25.000€

- Contributor level
- Supporter level
- Patron level



**By signing, I declare that I agree with the General Terms and Conditions below and to follow the rules and regulation of the 2018 SLAS Europe Conference and Exhibition and of the selected venue The Square, Brussels.**

DATE

AUTHORIZED SIGNATURE \_\_\_\_\_

This line must be signed for acceptance of contract.

NAME.....

TITLE.....

COMPANY STAMP



## Terms & Conditions

These SLAS Sponsorship Opportunities and General Terms and Conditions are unique to the SLAS Annual Conference and Exhibition, Brussels 2018, on 27-29 June 2018 in Brussels, Belgium.

### 1. Reservations policy

Confirmation of sponsorship and allocation of benefits (Exhibit space location, meeting timeslots) will be allocated on a first come, first served basis.

### 2. Payment policy

As soon as the sponsor confirms his choice in writing, SLAS will raise an invoice for the company's participation in the program. A 50% deposit of agreed sponsorship items is required upon receipt of the invoice. The remainder of the agreed sponsorship amount is due by 30<sup>th</sup> March 2018 at the latest.

If any contract is signed after the 30<sup>th</sup> March 2018, the total amount will be due upon receipt of the invoice. Payment needs to be done within 10 days.

Payment not received in due time, the industry could not be listed in the printed programme or any other printed collateral, signage or branding of the event.

Sponsors will not be permitted to set up their exhibit or organise their meeting, workshop or any selected item until full payment has been made.

### 3. Cancellation policy

As soon as the contract has been received and approved, the sponsor is liable for all associated fees outlined in the contract. Cancellations must be made in writing to the SLAS Office.

Cancellation from contract signature up to 6 months prior the start of the meeting (26<sup>th</sup> December 2018) : 25% of the total amount due

Cancellation from 27<sup>th</sup> December to 26<sup>th</sup> February 2018: 50 % of the total amount due

Cancellation from 27<sup>th</sup> February to congress date: 100% of the total amount due.

### 4. General conditions

All activities organised by companies involving participants in the meeting must be approved by SLAS. Distribution of drinks and meals must be in compliance with rules of the meeting venue. The SLAS Office can be contacted for more information on this, and to help coordinate catering.

SLAS may accept multiple sponsors for the items listed in the sponsorship opportunities, unless otherwise indicated. SLAS may modify the meeting programme without notice. Sponsors will make sure to follow the rules and regulation of SLAS and of the Square of Brussels

### 5. Assignment of exhibit space and workshop timeslots

Space and timeslots will be allocated on a first-come first-served basis – taking into account the time when the SLAS Office receives the signed sponsorship booking form.

### 6. Vendor workshops or user group meetings

Speakers, moderators will be selected by the sponsoring company. Registration fees, accommodation and flights for speakers will be covered by the sponsoring company. All vendors workshops or user group meetings must be submitted for approval by the SLAS. Allocation of vendor workshops or user group meetings timeslots will be done on a first-come-first-served basis.

### 7. Promotional and booth activities

No sponsor may operate in a way that violates the rights of another sponsor. Exhibits must not project beyond the space allocated, and may not obstruct the view or interfere with the traffic of other exhibits. All exhibits are to be conducted in a dignified manner. No soliciting of attendees in the aisle or any high-pressure sales pitch of any kind is permitted. Demonstrations and the distribution of literature and samples should take place inside the assigned booth. Any demonstrations at your booth that emit sound must be stopped immediately if deemed disruptive to other sponsors in the hall. Booths are to be kept clean and in good order. No part of any exhibit, or signs relating thereto, shall be posted, nailed or otherwise attached to columns, walls, floors or other parts of the facility, in any way. Damage arising from failure to observe these rules shall be payable by the sponsors. Sponsors' promotional activities are confined to the actual booth space purchased, or in areas approved by the SLAS.

SLAS reserves the right to refuse rental of exhibit to any company whose display of goods or services, in the opinion of SLAS, is not compatible with the general character and objectives of the meeting. Demonstrations, samples, materials and sales activities (taking orders for future fulfillment) are permitted only within the confines of a sponsor's rented space or after approval by the SLAS organizing secretariat. Samples or souvenirs may not be sold and may not be distributed in a manner which, in the sole and exclusive judgment of SLAS, blocks the aisles or in any way handicaps other sponsors or impairs the flow of attendees. No sales transactions are allowed on the exhibition hall floor; however, sponsors are permitted to take orders for future fulfillment.

### 8. Sound

Exhibits which include the operation of musical instruments, radios, sound projection equipment, or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons, nor cause the aisles to be blocked. Operators of noisemaking exhibits must secure approval of operating methods before the exhibit opens. MCI Group on the name of SLAS Europe shall be the sole judge of what constitutes appropriate sound levels.

### 9. Irregular Activities

All giveaway items with the exception of plastic bags, pens, pencils, luggage tags, pocket calendars, and the exhibitor's product must be submitted for approval to SLAS Europe three (3) weeks prior to the opening of the exposition. All exhibitors distributing approved "stick-ons" may not place the "stick-ons" on the attendees' badges.

### 10. Robot demonstrations

Exhibitors must adhere to rules and regulations set forth by SLAS Europe pertaining to robotic, hazardous or bio-hazardous demonstrations on the show floor. (See Robot Safety Policy)

### 11. Contests/giveaways

As long as consistent with applicable country and local laws, prize contests and drawings are permissible. Notice of any contests, giveaways or drawings must be given to the SLAS Europe office in writing on or before 1 April 2018. Any prizes, draws or giveaways held or offered through the meeting must be made available to all registered attendees and guests. Notification of winners is the sole responsibility of sponsors. Microphone announcements are not permitted on the booth.

### 12. Changing/expanding booth space

SLAS is not responsible for contacting sponsors to change booth spaces if desired booth space is already taken by another sponsor. It is the responsibility of the sponsor requesting the additional space to contact the other sponsor to request a change and provide notification in writing to the SLAS Office. This does not apply to original booth assignments, as it is SLAS' policy to call sponsors for alternative booth selections if

their choices are not available. As indicated on the floor plan, booth assignments may be subject to change.

### 13. Photography/videotaping

Photography (including camera enabled cell phones), videotaping or examining another sponsor's equipment or display without that sponsor's permission is forbidden.

### 14. Subletting of space

Subletting of space is not permitted. Two or more companies may not exhibit in a single space. No sponsor may assign, sublet or apportion his/her space to or with another business entity or individual. No sponsor may show or demonstrate products or services other than those manufactured or handled in the normal course of his business. Should any item from a no exhibiting entity be required for operation of a display, identification of such item shall be limited to regular name plate or trademark under which same is sold in the general course of business. Sharing space with individuals or companies not officially represented by the contracting sponsor is strictly prohibited, and may result in eviction. In fairness to other sponsor, each company must have its own booth space. SLAS will make every effort to assign booth space to companies that wish to be located together or near each other.

### 15. Solicitation

Non-sponsors or representatives of non-exhibiting companies may not canvass or solicit business in any part of the exhibition area during the entire meeting.

### 16. Private social functions policy

Sponsors of the SLAS Annual Meeting are permitted to host private social functions for meeting attendees at their own expense. Hosted parties or meetings held by any company/entity that invites meeting attendees are not permitted to occur during any official meeting activity excepted the user group meetings which can be selected in the above item list. Please refer to the SLAS Office before organising your private functions to ensure that it does not compete with the official SLAS conference program in any way.

SLAS must also be notified in advance of any ancillary events taking place during the congress regardless of location, time or date of the event.

### 17. Interpretation of regulations

SLAS has the sole and exclusive right to make changes, amendments and additions to Sponsor guidelines stated in this document and subsequent communications, as it deems necessary to the proper conduct of the sponsor and, thereupon, the general terms and conditions, as amended, shall govern the actions of all sponsors. Interpretation of the sponsor general terms and conditions and operational rules shall rest solely with SLAS, and the decisions of SLAS shall be final. SLAS may require sponsors to make such alterations to their displays as it deems necessary to the proper conduct of the exhibition. Failure to comply may result in immediate expulsion from the exhibition or the payment of reimbursement and compensation to SLAS by the sponsor for all expenses related to the alteration of a booth/ display.

### 18. Installation and removal

MCI Group reserves the right to fix the time for the installation of a booth prior to the Show opening and for its removal after the conclusion of the Show. Any space not claimed and occupied by one (1) hours prior to the published Show opening time may be resold or reassigned without refund. Installation of all exhibits must be fully completed by the opening time of the exposition.

Exhibits must be staffed during all Show hours and may not, to any extent, be dismantled before the Show closing. Any early dismantling or packing shall be considered a breach of this agreement and may affect future applications. SLAS Europe, However, reserve the right to make the final determination of all space assignments in the best interest of the exhibition.

### 19. Arrangement of exhibitors

Each exhibitor is provided an Official Exhibitor Kit. The Exhibitor Kit describes the type and arrangement of exhibit space and the standard equipment provided by SLAS Europe for booth construction. All booth space must be arranged and constructed in accordance with the guidelines, provisions and limitations contained in the Exhibitor Kit. If, in the sole opinion of SLAS Europe, any exhibit fails to conform to the Exhibitor Kit guidelines, or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the exposition. Exhibits not conforming may be dismantled or modified, at cost to the exhibitor, at the sole judgment and discretion of SLAS Europe.

Exhibitor Plan Review. Booth construction plans and layout arrangements for any booth spaces, or involving other construction features, must be submitted for approval at least sixty (60) days prior to the opening of the exposition.

### 20. Fire regulations

All fabric, carpet and plastic exhibit booth material must be fire retardant. Oil cloth, tarpaper, nylon, certain plastic or other materials that cannot be made flame retardant are prohibited. No open flames are permitted without a fire department permit. SLAS reserves the sole and exclusive right to alter the exhibit area layout as it deems necessary to comply with local and building fire regulations.

### 21. Liability

The organizers will provide security service during meeting hours. At night, the booth areas will be locked. Neither SLAS Europe, nor its sponsors, members, officers, representatives, agents or employees, will be responsible for any injury, theft, loss or damage that may occur to the exhibits. In the event that said premises are destroyed by fire, climatic elements or by any other cause, or by government intervention or regulation, military activity, strikes or any other circumstances which make it impossible for the SLAS Annual conference to take place, the contract shall terminate and the sponsor shall waive any claim for damages or compensation except the pro rata return of the amount paid for space, after deduction of actual expenses incurred in connection with the SLAS Annual Meeting. Companies are required to make their own arrangements with respect to insurance and organization of their booth.

### 22. Major situation

For reasons beyond their control (such as war, strikes, lockouts, riots or any such civil disturbances, any acts of God, including but not limited to earthquakes, floods and droughts and any other cause or circumstance of whatsoever nature beyond its control that have an impact on the arrangements, timetables or planning of a scientific meeting), the SLAS Annual conference 2018, Brussels and/or its agents have the right to immediately alter or cancel the congress or any of the arrangements, timetables, plans or other items relating directly or indirectly to the SLAS Industry Rules and Regulations 2018 Brussels, Belgium. The company and/or participants shall not be entitled to any compensation for damages that result from such alteration or cancellation. Furthermore, with the exception of any willful damage or gross negligence committed by the SLAS and/or its agents, neither the SLAS nor its agents shall at any time be liable for any direct or indirect damage suffered by the company and/or participants, including consequential and immaterial damage, caused by failure to comply with any provision of this document.