



9th ISNS International Symposium

(and 10th ISNS European regional meeting)

September 11-14, 2016
The Hague, The Netherlands

ISNS silver jubilee:
25 years of sharing knowledge globally



www.ISNS2016.com

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A. PRESENTATION OF THE MEETING

THE CONFERENCE IN BRIEF AND ITS OBJECTIVES

The International Society for Neonatal Screening (ISNS) holds every 3 years an international symposium jointly with one of the ISNS regional symposia. In 2016 this combined symposium will be held in The Hague, The Netherlands on topics related to newborn screening for metabolic, endocrine and other inborn disorders.

WELCOME ADDRESS

Dear Colleagues

On behalf of ISNS we would like to welcome you in The Hague for "**The 9th ISNS International Symposium, jointly with the 10th ISNS European Regional Meeting**", coined as "**ISNS2016**".

For this occasion our conference will take place immediately after the Annual SSIEM 2016 Symposium to be held in Rome, Italy.

Since ISNS had its first public activity with a conference in 1991, in 2016 ISNS will celebrate this 25th anniversary. To highlight this, the theme of the symposium will be "**ISNS silver jubilee: 25 years of sharing knowledge globally**".

We look forward to a successful gathering where we will exchange experiences and ideas for further developing neonatal screening worldwide.

Dr. J.Gerard Loeber

SCIENTIFIC COMMITTEE MEMBERS

- Martina Cornel, Amsterdam, The Netherlands
- Eugenie Dekkers, Bilthoven, The Netherlands
- Kate Hall, Birmingham, United Kingdom
- Gerard Loeber, Bilthoven, The Netherlands
- Joanne Mei, Atlanta (GA), USA
- Peter Schielen, Bilthoven, The Netherlands
- Toni Torresani, Zürich, Switzerland

ISNS: AIMS & HISTORY

Aims of the Society

ISNS is a worldwide society whose membership is involved in screening for foetal, neonatal and infant sicknesses and disorders.

History of the ISNS

ISNS was founded with the aim of establishing a platform where all aspects of neonatal screening could be discussed, without focussing on one disease in particular. The close interaction with the specialised medical societies is an important goal for ISNS.

Recent Symposia of ISNS:

European Regional:

2005 Paris (France)

2007 Reykjavik (Iceland)

2009 Prague (Czech Republic)

2011 Geneva (Switzerland)

2012 Budapest (Hungary)

2014 Birmingham (United Kingdom)

International:

2002 Genoa (Italy)

2006 Awaji Island (Japan)

2009 Cancun (Mexico)

2013 Atlanta (USA)

MAIN TOPICS

- Whole Genome Analysis in NBS: success or failure
- Low-tech methodology for use in developing countries
- Alternatives for filter paper
- SCID
- LSD's
- Harmonisation of NBS in Europe
- New disorders targeted for NBS, ethical considerations

WHO WILL ATTEND

Attendance of ISNS Meetings is composed by experts in the field of neonatal screening, comprising laboratory directors, program managers, clinical specialist involved in treatment and follow up, nurses, midwives and laboratory technicians.

Typical numbers are 200-300 delegates from around 50 countries.

THE SYMPOSIUM VENUE (WORLD FORUM) AND THE HAGUE

ABOUT THE HAGUE

As the third largest city in the Netherlands, The Hague is a true place of deliberation and sets the perfect setting for high level conferences. The modern conference tradition sees its origin in the first international peace conference that took place in 1899. Nowadays The Hague draws a broad spectrum of conferences and business events in the fields of law, science, technology, life sciences, and energy.

Getting around

If you want to explore The Hague, the public transport system is a perfect way to get around. Better still, it is the best way to travel from one attraction to the next. The tram is the most intensively used public transport system in The Hague although there are many bus services as well. Many public transit systems operate services several times per hour so you never have to wait for long.

Sights

The Hague is one of the most extraordinary cities in Holland. Not just because it is the government seat, but also because of its many monuments, historic districts and its location near the beautiful North Sea coastline. The Hague is also known as 'the Royal City by the Sea' and is called 'the residence city' because of the many members of the Dutch Royal Family who reside in its chic neighbourhoods.

The Plein and Grote Markt squares abound with great restaurants, eateries, coffee houses and night clubs and are lively and welcoming places every day of the week. The Hague's shopping is as varied as the city itself. It also has a lot of internationally renowned art and culture to offer.

And last but not least, The Hague proves that a modern skyline and a historic city centre are perfect partners.

Food

The Hague has exciting culinary delights to offer. With fresh fish from the harbour of Scheveningen, exotic influences from China Town and the spicy flavours and perfumes from the former colonies, The Hague has something for everyone.

Transportation to The Hague

Fast trains run every 15 minutes from Amsterdam, international airport Schiphol to The Hague Central Station.

The Hague is connected to motorways A4, A12, A13 and A44.

MEETING VENUE

The ISNS 2016 meeting will be held at the World Forum:

The World Forum

Churchillplein 10
2517 JW The Hague
The Netherlands

Phone: +31 (0)70 306 63 66

Fax: +31 (0)70 306 64 43

Internet: www.worldforum.nl



WHY BECOME A SPONSOR

To a company with a focus on equipment, reagents, test-kits, software, drugs, food-additives and dietary products, or other materials concerning to newborn screening, follow-up and treatment, this ISNS International Symposium provides an ideal occasion to present the company and the products to a broad audience of potential customers.

B. SPONSORSHIP OPPORTUNITIES

HOW TO BECOME A SPONSOR?

In the following pages, we are offering your company the opportunity to become a sponsor of the ISNS 2016 meeting, enabling you to promote your scientific endeavours and obtain wider recognition.

You can contribute in two ways:

- Sponsor various items in the congress activities
and/or
- Host a booth

The various sponsorship options are listed in the following pages.

If you are interested in becoming a sponsor of the ISNS 2016 meeting, the application form enclosed at the end of this document should be duly completed and returned.

All sponsors will be treated on a "first come, first served" basis.

SPONSORSHIP

1. ADVERTISING IN THE PRELIMINARY PROGRAMME

The Preliminary Programme will be sent to many potential participants and will be available prior to the symposium on the event website.

Benefits include:

- Acknowledgment as the sponsor of the Preliminary Programme
- Acknowledgment as a Congress sponsor on the Congress website
- Full colour advertisement page within the Preliminary Programme (Artwork to be supplied by sponsor)

Rates (VAT Excluded):

- | | |
|------------------------------|--------------------|
| ○ OUTSIDE BACK COVER: | EUR 3'000.- |
| ○ INSIDE FRONT COVER: | EUR 2'500.- |
| ○ INSIDE BACK COVER: | EUR 2'500.- |
| ○ INSIDE PAGE: | EUR 2'000.- |

2. ADVERTISING IN THE FINAL PROGRAMME

The final programme will be inserted into each participant's congress bags.

Benefits include:

- Acknowledgment as the sponsor of the Final Programme
- Acknowledgment as a Congress sponsor on the Congress website
- Full colour advertisement page within the Final Programme (Artwork to be supplied by sponsor)

Rates (VAT Excluded):

- | | |
|------------------------------|--------------------|
| ○ OUTSIDE BACK COVER: | EUR 2'500.- |
| ○ INSIDE FRONT COVER: | EUR 2'000.- |
| ○ INSIDE BACK COVER: | EUR 2'000.- |
| ○ INSIDE PAGE: | EUR 1'500.- |
-

3. ADVERTISING IN THE MINI/POCKET PROGRAMME

All delegates will receive a pocket sized programme, inserted into their name badge holder. This programme will contain a summary of all information including session details, exhibition information and social events.

Benefits include:

- Acknowledgment as the sponsor of the Mini/Pocket Programme
- Acknowledgment as a Congress sponsor on the Congress website
- Full colour advertisement page (A6 Format) on the back cover page of the mini programme (Artwork to be supplied by sponsor)

Rate (VAT Excluded):

- **MINI-PROGRAMME EXCLUSIVE SPONSORING:** **EUR 2'500.-**
-

4. CYBER-CAFE

The cyber cafe is one of the most visited points by all conference participants. At the ISNS 2016 Meeting it will offer up-to-date technology services including free internet access and e-mail. The sponsorship of this item consists of having your company logo displayed on each computer screen: such a great opportunity to have an immediate visual impact!

- Sponsors homepage and screen saver on all computer screens
- Opportunity to provide branded mouse pads (at sponsor cost)
- Sponsors logo on signage at Cyber Cafe
- Acknowledgement as a congress sponsor in the final programme
- Acknowledgement as a congress sponsor on the congress website

Rate (VAT Excluded):

- **FULL FINANCIAL PARTICIPATION:** **EUR 5'000.-**
 - **INCLUDED IN THIS PRICE: 8 COMPUTERS**
-

5. CONGRESS BAGS

Sponsorship of the congress bags allows promoting your company and product in a very prominent and visual way. The logo of the sponsoring company will be printed on each congress bag along with the congress logo. (*Type, size and colour of the bags as well as position and size of the logo will be at the organizer discretion.*). Bags are included in the sponsoring cost.

- One promotional leaflet in the congress bags (to be provided by sponsor)
- Acknowledgement as a congress sponsor in the final programme
- Acknowledgement as a congress sponsor on the congress website

Rate (VAT Excluded):

- **CONGRESS BAGS SPONSORSHIP:** **EUR 8'000.-**
-

6. WRITING PADS AND PENS

With the logo of your company along with the congress logo; Delegates particularly appreciate the writing pads and pens as they are particularly useful during the scientific sessions. Pens and pads provided by the sponsor.

- Acknowledgement as a congress sponsor in the final programme
- Acknowledgement as a congress sponsor on the congress website

Rate (VAT Excluded):

- **WRITING PADS AND PENS INSERTION:** **EUR 1'000.-**
-

7. LANYARDS

With the logo of your company along with the congress logo; Delegates particularly appreciate the lanyards in order to wear their badge around their neck. This is one of the most prominent and visual sponsorship items. Lanyards to be provided by the sponsor (at sponsor cost).

- Acknowledgement as a congress sponsor in the final programme
- Acknowledgement as a congress sponsor on the congress website

Rate (VAT Excluded):

- **LANYARDS:** **EUR 5'000.-**
-

8. COFFEE BREAKS

Coffee breaks, accessible to all delegates and accompanying persons, will be held daily in the exhibition area.

- Acknowledgement as a congress sponsor in the final programme
- Acknowledgement as a congress sponsor on the congress website
- Table signs featuring organization name and logo will be displayed on catering tables

Rate (VAT Excluded):

- **COFFEE BREAK PER BREAK:** **EUR 2'000.-**
-

9. INSERTS IN CONGRESS BAGS

The opportunity is offered to sponsors to provide an insert: A4 size double-sided, colour or black and white flyer/promotional piece. This flyer could be text only promoting activities on your exhibition stand or it may be an existing corporate flyer on information on your services or products.

- Acknowledgement as a congress sponsor in the final programme
- Acknowledgement as a congress sponsor on the congress website

Rate (VAT Excluded):

- **PER INSERT:** **EUR 1'000.-**
-

10. CONGRESS DINNER

Offer the opportunity to delegates to spend memorable moments in a relaxed atmosphere. This is a unique opportunity to network with colleagues and foster important links with delegates. A voucher could be given to dinner attendees asking them to collect their personal invitation on your booth, increasing traffic and contact opportunities.

- 1 Mailing to congress dinner attendees (done by PCO)
- Branding of the menu cards with your company logo
- Acknowledgement as a congress sponsor in the final programme
- Acknowledgement as a congress sponsor on the congress website

Rate (VAT Excluded):

- **CONGRESS DINNER:** **EUR 10'000.-**
-

11. WEB BANNER

The website being set-up for the promotion of the congress, companies are cordially invited to sponsor this site with their name and logo. Add a banner and an internet link to your own web site and be more visible on the web! Your company will benefit from an enhanced and permanent presence on-line. It is the best way to reach already targeted people!

- Company logo and link on the congress website
- Acknowledgement as a congress sponsor in the final programme

Rate (VAT Excluded):

- **THE BANNER FROM NOW UNTIL THE END OF THE CONGRESS:** **EUR 800.-**

WORKSHOPS

Workshops programmes are organised in consultation with the Scientific Programme Committee, which require that company programmes be submitted for approval of topic, objectives and speakers.

This opportunity includes:

- Room located in meeting venue (room capacity approximately 200 pax)
- Access to room 15 minutes prior to start for set-up
- 60-minute session
- Existing audio-visual facilities, existing staging and lighting
- Audio visual technicians
- Poster display outside of the Conference room
- Details of the Workshop in the ISNS Final Programme (pending the information is sent in time for printing)
- Acknowledgement as a Congress sponsor in the ISNS 2016 Final Programme
- Acknowledgement as a Congress sponsor on the ISNS 2016 Website

Time Slots: Lunch sessions will have no ISNS main sessions run parallel.

Day	Time
Monday, 12 September	12:30 – 13:30 1 slot available
Tuesday, 13 September	12:30 – 13:30 1 slot available

- **Workshops:**

EUR 12'000.-

EXHIBITION

The exhibition will take place at the World Forum.

The Exhibition is an integral part of the 9th ISNS International Symposium. As an exhibiting company, you will enjoy prime exposure and direct marketing opportunities with the key players and decision-makers in the field.

The floor plan will be designed to maximise the exhibitor's exposure to the delegates. All coffee breaks will be held in the exhibition area.

PROVISIONAL EXHIBITION SCHEDULE

Sunday, 11 September 2016	Monday, 12 September 2016	Tuesday, 13 September 2016	Wednesday, 14 September 2016
10:00 – 18:00	09:00-18:00	09:00-18:00	09.00-12:00
Set-up	Exhibition	Exhibition	Exhibition, then dismantling

STAND SPACE RENTAL (minimum 6 sqm)

The price for stand space only is **EUR 350.-** per square meter and includes:

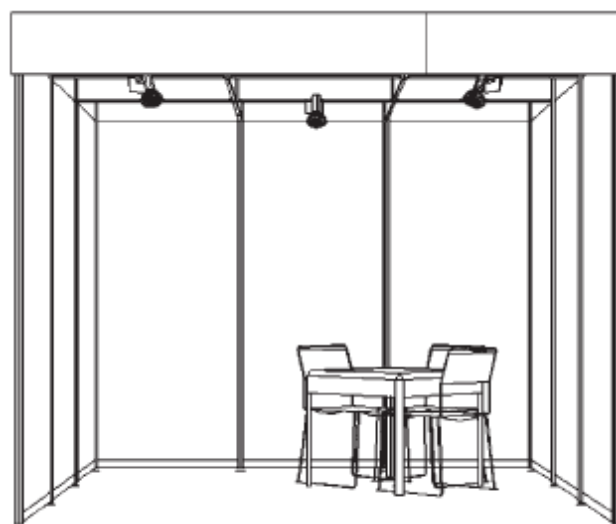
- Exhibition space
- 1 exhibitor badge for 6 sqm, 2 exhibitor badges for 9 sqm, 1 additional badge for each additional 9 sqm booked
- Welcome reception
- Coffee breaks
- Company listing in the Final Programme

The exhibition space is a bare exhibition surface. All equipment (such as structure, walls, electricity, decoration, carpet, furniture, etc.) will be paid separately and additionally by the sponsor / exhibitor.

TABLE TOP

The price for a table top stand is **EUR 600.-** and includes:

- Exhibition space of 2sqm
- 1 exhibitor badge
- 1 table
- 2 chairs
- Welcome reception
- Coffee breaks
- Company listing in the Final Programme



SHELL SCHEME RENTAL (minimum 9 sqm)

The price is **EUR 450.-** per square meter and includes:

- Exhibition space
- Shell scheme frame
- 3 spots and electrical socket
- Electrical power
- Carpeting
- 1 waste paper basket
- 1 table and 3 chairs (per 9 sq.m. booked)
- Fascia board with company name
- 2 exhibitor badges per 9 sqm, 1 additional badge for each additional 9 sqm booked
- Welcome reception
- Coffee breaks
- Company listing in the Final Programme

Please note that you will be able to order additional services in the technical manual distributed to all exhibitors in spring 2016.

The maximum constructible height is 2.50 meter.

The space rental also gives the right to the following services:

- Use of stand during the exhibition and during mantling and dismantling periods
- Information and coordination of services during the assembly and dismantling of stands and during the exhibition
- Care taking of public areas, excluding the stands which are under your responsibility
- Cleaning of public areas of the exhibition hall

Exhibition Layout

Exhibitors occupying space-only stands are required to submit a detailed plan of their stand to MCI for approval by 15 June 2016.

For island stands, widely open and accessible stands on four sides are mandatory.

Exhibitor Registration

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Any additional exhibitors will be charged an exhibitor registration fee of EUR 330.-An exhibitor registration form will be included in the exhibitors' technical manual. All exhibitors must wear the meeting badge (badge of the company is authorised, but in addition).

EXHIBITION FLOOR PLAN

The exhibition floor plan will be made available once the major part of the expected sponsors confirmed their arrangements. (Scheduled for March 2016)

Confirmed sponsors will be contacted in the order of the reception of the booking forms.

SPONSORING LEVELS

Sponsors will receive acknowledgements, benefits and entitlements according to their level of sponsorship contribution.

HAVE YOU MADE UP YOUR MIND?

HAVE YOU CALCULATED THE TOTAL SUM OF YOUR PURCHASES?

THEN SEE IN WHICH SPONSORSHIP LEVEL YOU ARE!

SPONSORSHIP LEVEL	GOLD	SILVER	BRONZE
Involvement over	EUR 25'000.-	EUR 15'000.-	EUR 10'000.-
Acknowledgment slide with sponsors' list at the Opening and Closing Ceremonies	Yes	Yes	Yes
Full colour page advertisement in the Final Programme (artwork to be supplied by sponsor)	1 Page	½ Page	Banner max ¼ page
Opportunity to include a promotional insert in the congress bag	Yes, 1	No	No
Recognition on sign-boards displayed in the conference centre	Yes	Yes	Yes
Sponsor's logo and name on the conference website with a link to sponsors website	Yes	No	No
Sponsor logo displayed on onsite signage with mention of the level of sponsorship (sponsor's board)	Yes	Yes	Yes
Acknowledgment slide with sponsors logo during breaks in the conference rooms	Yes	No	No
Complimentary registration to the conference for all sessions, coffee breaks and welcome reception	Yes, 2	Yes, 1	No
Complimentary exhibitor passes for free access to the exhibition area	Yes, 4	Yes, 2	Yes, 1
Preference on exhibition space (if several sponsors are in the same category "first come - first served" applies) – only valid until 01 December 2015	1 st	2 nd	3 rd
Priority booking service for hotel room blocks (if several sponsors are in the same category "first come - first served" applies) – only valid until 01 December 2015	1 st	2 nd	3 rd

C. PAYMENT SCHEDULE & CANCELLATION POLICIES

In order to be valid, your booth reservation must be completed on the ORIGINAL APPLICATION FORM here enclosed and sent to MCI Suisse SA, along with a 50% deposit of the rental fee.

The signature on the booth reservation form and the deposit paid constitute a firm hire commitment and compel the subscriber to accept both the general conditions and the exhibition rules and regulations. No verbal or telephone agreement will commit MCI Suisse SA nor the Organizing Committee unless confirmed in writing.

The remaining subscription fee is to be settled by 30 April 2016 at the latest. Non-payment by this stated deadline will lead to the cancellation of your booth booking, without reimbursement of the deposit paid.

Site allocations will be attributed in reservation order of arrival and are subject to the full payment and the agreement of MCI SUISSE SA and the Organizing Committee.

Once locations have been attributed, no change of location will be possible without MCI SUISSE SA's written agreement.

The Exhibition floor plan presented in this document is a non-contractual one. It is subject to acceptance by the Dutch Authorities and its official Fire & Safety Services. However, MCI Swiss reserves the right to change if deemed advisable, the location, importance and layout of the surfaces requested by the exhibitor. In the event of litigation, jurisdiction falls under the Geneva Law Courts alone.

TECHNICAL MANUAL:

A Technical Manual will be sent to every registered exhibitor and sponsor by the end of April 2016. This manual contains all information regarding general conditions, safety regulations, setting up of a booth and arrangement conditions, description of the booth, specification documents and maps along with order forms and prices for furniture, decoration and all necessary services (telephone, electricity, transport, storage...)

PAYMENT:

The organizer has given mandate to MCI SUISSE SA for the organization of its congress and MCI is the sole competent company to receive payments for this congress.

RULES AND REGULATIONS

MCI SUISSE SA has been entrusted with the general logistics and organization of the Congress and Exhibition of the ISNS 2016 Meeting. It will be referred to as "The Organizers" here-below.

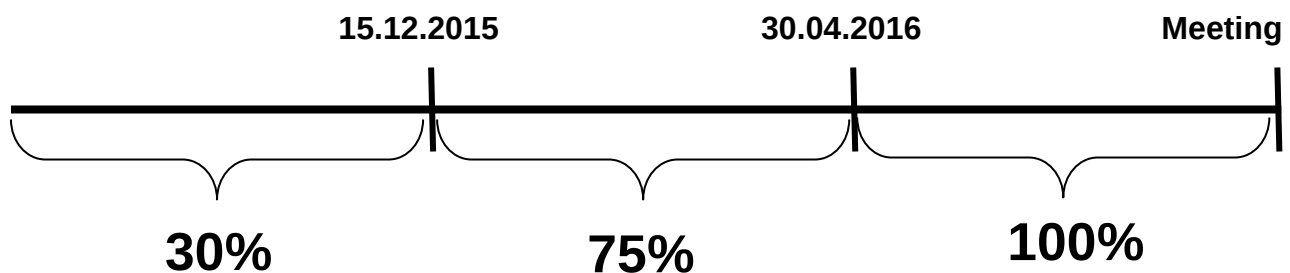
LOCAL AND SITE REGULATIONS

Exhibitors shall abide by the local and site regulations with respect to law and order, safe and security. The organizers will take appropriate action against those who do not comply with the regulations.

The organizers have the authority to demand removal/change of any structure which is not in accordance with the Congress rules or cancel participation. The decision of the organizers will be final and binding.

Cancellation conditions (applicable to Sponsorship and Exhibition)

All cancellations must be made in writing to MCI SUISSE SA. The organizer shall retain:



Entry to the Exhibition

Access to the exhibition will only be possible to registered conference participants or exhibition participants.

Insurance

The signatory renounces to take recourse against the organizers or against the owners of the premises and undertakes to underwrite insurance policies covering all the risks incurred by the material exhibited (theft, damage, etc...) along with public liability covering the permanent or occasional staff employed by the company, present at the congress. In any case, the insurance protection will NOT be given to the exhibitors by the organizers.

Force Majeure

In the event of force majeure, the exhibition dates may be changed or the latter may be purely and simply cancelled. In the last event, the disposable funds after payment of expenses will be shared between exhibitors in proportion to their payments without it being possible to take recourse against the organizer or the producer.

Interpretation of the regulations and amendments

The MCI SUISSE SA Company is the sole competent authority as to problems arising from the interpretation of the here enclosed regulations and their enforcement. Any expenses resulting from the non-observance of the here-enclosed regulations will be chargeable to the exhibitor.

MCI SUISSE SA reserves the right to change or to complete the here-enclosed regulations but the exhibitors will be informed

ISNS 2016 ORDER FORM

SPONSORSHIP OPPORTUNITIES

Please note that all acknowledgements of your company and listing of company name and address will be generated from the following information. Please complete and return at your earliest convenience to:

MCI Suisse SA - 75, rue de Lyon - CH-1211 GENEVA 13 - Switzerland - Fax: + 41 22 33 99 601

E-mail: gaelle.notzli@mci-group.com

Company :		
Address :		
Postal Code:	City:	Country:
Telephone:		Fax:
E-Mail :		Person in Charge:

We would like to book the following sponsorship items:

- | | | | |
|--|---------------------|---|---------------------|
| ☐ Cyber café | EUR 5'000.- | ☐ Coffee break | EUR 2'000.- |
| ☐ Congress bags | EUR 8'000.- | ☐ Congress dinner | EUR 10'000.- |
| ☐ Writing pads and pens | EUR 1'000.- | ☐ Insert in congress bag | EUR 1'000.- |
| ☐ Lanyards | EUR 5'000.- | ☐ Web Banner | EUR 800.- |
| ☐ Workshop | EUR 12'000.- | | |
| ☐ Monday slot | | ☐ Tuesday slot | |

Advertising in Printed Materials:

ITEM	PRELIMINARY PROGRAMME	FINAL PROGRAMME	MINI / POCKET PROGRAMME
Outside back cover	- ☐ EUR 3'000.-	- ☐ EUR 2'500.-	- ☐ EUR 2'500.-
Inside front cover	- ☐ EUR 2'500.-	- ☐ EUR 2'000.-	NA
Inside back cover	- ☐ EUR 2'500.-	- ☐ EUR 2'000.-	NA
Inside page	- ☐ EUR 2'000.-	- ☐ EUR 1'500.-	NA

PAYMENT SCHEDULE

- All payments must be made in **EUR**
- A deposit for 50% of the total cost will be invoiced on receipt of the completed order form and due for payment upon receipt of the invoice to guarantee the reservation
- The final balance is due by 30 April 2016
- For bookings made after 30 April 2016, the full amount is due at the time of reservation
- VAT of 8% not included in published rates

BY BANK TRANSFER

Bank: UBS SA - 1211 Geneva 2, Switzerland

Company: MCI Suisse SA for ISNS 2016

Account N°: 240-369.393.71L

SWIFT: UBSWCHZH80A

Clearing: 240

IBAN: CH18 0024 0240 3693 9371L

CANCELLATION POLICY

Cancellation and changes to your original booking must be made in writing to MCI. For cancellation made until:

- | | | |
|---|------|---|
| • Cancellations received from 15.12.2015 | 30% | of the total cost of each item will be retained |
| • From 18.12.2015 to 30.04.2016 | 75% | of the total cost of each item will be retained |
| • From 01.05.2016 | 100% | of the total cost of each item will be retained |

Place and Date:

Signature and stamp:

ISNS 2016 ORDER FORM EXHIBITION

Please note that all acknowledgements of your company and listing of company name and address will be generated from the following information. Please complete and return at your earliest convenience to:

MCI Suisse SA - 75, rue de Lyon - CH-1211 GENEVA 13 - Switzerland - Fax: + 41 22 33 99 601

E-mail: gaelle.notzli@mci-group.com

Company :		
Address :		
Postal Code:	City:	Country:
Telephone:		Fax:
E-Mail :		Person in Charge:

- ☐ **SPACE ONLY** **EUR 350.- per sqm**

We require: _____ sqm (minimum size 6 sqm)*

Special note: Please specify if your stand must not be located to a particular competitor _____

- ☐ **TABLE TOP** **EUR 600.-**

- ☐ **SHELL SCHEME** **EUR 450.- per sqm**

We require: _____ sqm (minimum size 9 sqm)*

Special note: Please specify if your stand must not be located to a particular competitor _____

* You will be contacted for the stand location in March 2016

PAYMENT SCHEDULE

- All payments must be made in **EUR**
- A deposit for 50% of the total cost will be invoiced on receipt of the completed order form and due for payment upon receipt of the invoice to guarantee the reservation
- The final balance is due by 30 April 2016
- For bookings made after 30 April 2016, the full amount is due at the time of reservation
- VAT of 8% not included in published rates

BY BANK TRANSFER

Bank: UBS SA - 1211 Geneva 2, Switzerland

Company: MCI Suisse SA for ISNS 2016

Account N°: 240-369.393.71L

SWIFT: UBSWCHZH80A

Clearing: 240

IBAN: CH18 0024 0240 3693 9371L

CANCELLATION POLICY

Cancellation and changes to your original booking must be made in writing to MCI. For cancellation made until:

- **Cancellations received from 17.12.2015** 30% of the total cost of each item will be retained
- **From 18.12.2015 to 30.04.2016** 75% of the total cost of each item will be retained
- **From 01.05.2016** 100% of the total cost of each item will be retained

Place and Date:

Signature and stamp: