

## A. Company Information

Company Name (for invoice) .....

Company Name (mentioned by WCTE on web, program a.s.o.) .....

Address .....

Postal Code ..... City ..... Country .....

VAT Reg. No (if registered in the EU) ..... Your Purchase Order Number .....

Contact Person:  Mr.  Ms. Last Name ..... First Name .....

Work Phone ..... Fax .....

E-Mail ..... Mobile phone .....

(please notice: all correspondence will be sent by email)

### We hereby book the following package in the framework of WCTE 2016 [Vienna, Austria]:

<input type="checkbox"/> Premium Partner .....	€	<input type="checkbox"/> Partner	€ 10,000
<input type="checkbox"/> Sponsor	€ 5,000	<input type="checkbox"/> Exhibitor	€ 2,500
		<input type="checkbox"/> NPO's/UNI	€ 1,250

All prices net & in EURO (€), local taxes (e.g. VAT) will be added, if applicable.

## B. Products

The following products will be displayed during the exhibition

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## C. Booking, Payment & Cancellation Conditions

This application is a binding agreement depending on exhibition space and availability and according to the WCTE2016 exhibition participation terms & conditions. 'forum-holzbau Austria | Timbertrend e.U.' has the right to adjust the requested booth size according to the overall concept.

The Company has been informed that their voluntarily transmitted personal data will be stored and processed in accordance with the most recent Austrian legislation on data protection. Completion of this form implies authorization to Congress Organizer and forum-holzbau Austria | Timbertrend e.U. to use the personal data supplied for further use related to the WCTE2016 and similar events or other timber conferences.

Upon receipt of the invoice, we will transfer the total amount of the participation fee to the

*Raiffeisenbank Lurnfeld, Hauptstraße 23, 9813 Lurnfeld (Austria):*

*SWIFT/BIC code: RZKTAT2K412 IBAN code: AT22 3941 2000 0002 9363 Account owner: Timbertrend e.U.*

Please instruct your bank to carry out the transactions "Free of charge for the recipient". Any bank fees incurred will be charged to the respective company.

Cancellation: In case of cancellation until Friday, 27 May 2016, 25 % of the participation-fee will be refunded; by cancellation after that date no costs will be refunded. Place of jurisdiction: Vienna, Austria.

By signing this Application Form, we accept the Participation Terms & Conditions and the Payment & Cancellation Conditions.

.....  
Place, Date

.....  
Signature and Company Stamp

WCTE 2016 August 22-25, 2016   Vienna, Austria	Premium Partner	Partner	Sponsor	Exhibitor	NPOs, universities
<b>Requested amount</b>	<b>on request</b>	<b>€ 10,000</b>	<b>€ 5,000</b>	<b>€ 2,500</b>	<b>€ 1,250</b>
Exhibition space	8 x 2.50 m	6 x 2.50 m	4 x 2.50 m	2 x 2.50 m	1 x 2.50 m
Equipment	2 tables   8 chairs Electricity 220 V   WIFI	2 tables   8 chairs Electricity 220 V   WIFI	1 table   4 chairs Electricity 220 V   WIFI	1 table   4 chairs Electricity 220 V   WIFI	1 table   2 chairs Electricity 220 V   WIFI
Included registration fees	5	3	2	1	1
Reduced fees (to be paid separately)	5	3	2	1	-
Member National Advisory Board	YES	-	-	-	-
Limited sector exclusivity	YES	YES	-	-	-
Company logo in official WCTE2016 announcements	YES [size A]	YES [size B]	YES [size C]	-	-
Invitation to appreciation dinner	6 participants (incl. accomp. persons)	4 participants (incl. accomp. persons)	-	-	-
Company logo at: - conference proceedings - posters, banners, etc. - slides before sessions - logo-board in exhibition area	YES [size A] YES [size A] YES [size A] YES [size A]	YES [size B] YES [size B] YES [size B] YES [size B]	- YES [size C] YES [size C] YES [size C]	- - - YES [size D]	- - - YES [size D]
Product/company presentation in special "company sessions"	10 min.	10 min.	5 min.	(as far as possible)	(as far as possible)
Product & company logo/advert - website – home - website – exhibition/sponsoring - Book of Abstracts [printed]	YES YES 2 pages	YES YES 1 page	- YES ¼ page	- YES ¼ page	- YES ¼ page
Company/product leaflet in conference bag (A4, max. 50 g)	included	€ 250	€ 500	€ 750	€ 1,000
Media presence, mentioning of company, logo inclusion, etc.	YES (as far as possible)	YES (as far as possible)	-	-	-

*'Limited Sector Exclusivity' means that for all promotional activities before and during the WCTE the brand/logo of Premium Partners and Partners are particularly visible, with only limited competitive brands in each category next to it. Premium Partners are positioned on the front page, Partners appear on one of the other pages.*

*For further information on sponsoring opportunities or for discussing a customized sponsoring package that meets your specific marketing needs, please contact:*

Hugo Karre | forum-holzbau Austria | www.timbertrend.at | E hugo.karre@forum-holz.com | http://wcte2016.conf.tuwien.ac.at

## Terms and Conditions WCTE2016

### Preliminary determination:

**Management Company** means the responsible companies for exhibition / sponsoring on WCTE2016 'forum-holzbau Austria / Timbertrend e.U.' [www.timbertrend.at] and 'forum-holzbau' CH-Biel [www.forum-holzbau.com]

**Exhibitor / Participant** means 'Premium Partner / Partner / Sponsor / Exhibitor as well as exhibiting NPO's or universities'

**1. Application for Participation:** In order to be considered for participation, the application form must be filled in, completed with a legally competent signature, and delivered to us on time. Participation and contractual conditions are constituted only after written confirmation of acceptance. In case of acceptance, the participant will be bound by this Terms and Conditions. The Management Company reserves the right to refuse any participation without giving cause. Exhibition space is allotted according to the terms and conditions. Any company which disobeys the directives of the Management Company may be excluded from the exhibition with immediate effect and is liable for the whole participation fee and for all incidental expenses. All oral agreements are valid only upon receipt of written confirmation.

**2. The booths may only be used for exhibiting and advertising** the Exhibitor's products, materials or services, but not for the sale of any products. Advertising materials may be distributed only within the confines of the booth. Any kind of promotion outside the respective exhibition space is forbidden. The partial or complete subleasing or otherwise relinquishing of a booth to a third party is prohibited. Booths need to be occupied during exhibition hours. The exhibition rooms are to be used only during regular opening hours.

**3. The Management Company reserves the right to revise the time and location of the exhibition,** to shorten the duration of the exhibition and to cancel the exhibition altogether. **Any change regarding the exhibition's time and duration** neither entitles the exhibitor to cancel the contract nor to request a fee reduction or to put forward a claim to damages incurred by these changes.

**4. Equipment and all related display materials installed by exhibitors are not insured by the Management Company** and they will under no circumstances be liable for any loss or damage caused to equipment or property belonging to exhibitors. The Exhibitor agrees to be responsible for his property, his employees and agents and for any third party who may visit his space through full and comprehensive insurance, and shall hold harmless the Organizer for any and all damage claims.

**5. Set-up of booths:** The Management Company offers space only. **[If a booth structure is required, please contact the Management Company]**

To ensure a smooth course of events, Exhibitors must obey all directives and instructions of the Management Company regarding the use of their booths and decoration, the fitting and furnishings of the booths and health & safety guidelines. Before setting up their booths/displays/installations, Exhibitors must inform themselves of any special regulations relating to their booth. Booths must be set up and completed during the timeframe designated. The Management Company reserves the right to demand changes in such booths or exhibits should safety regulations, technical requirements, or the responsibility of preserving or obtaining the best possible overall image for the exhibition, as judged by the Management Company, so require. The side and back walls of all stands should be finished on the outside as well as the inside. Exhibitors must avoid obstructing the view of or access to neighboring booths. Special care must be taken to avoid the use of lights or spotlights that may annoy visitors or neighboring booths. Should an exhibitor not follow the directives of the Management Company or not carry out such directives punctually, the Management Company reserves the right to take the necessary steps at the cost of the Exhibitor. The Management Company reserves the right to close or obstruct unused entrances or exits to the exhibition rooms and the right to direct the Exhibitor to another space in the exhibition hall if necessary even if this directive conflicts with previous written agreements. Management Company also reserves the right to rent floor space of a booth not finished on time to another applicant.

**6. Maintenance of booths and exhibition area:** Exhibitors are responsible for the proper care of the floors, walls, staircases and so on. Hired booths and furnishings must be returned as agreed. To avoid scratches and furrows on floors as the result of sliding heavy packing cases, exhibitors are required to use protective coverings. Exhibitors and their shipping agents, on specific orders from the exhibitor, must take special care when transporting heavy packing cases and heavy loads. It is not permitted to drill holes or to drive nails or hooks into the walls of the exhibition hall, to install electric wiring. Empty containers and packing materials must be disposed of at the exhibitor's cost before the start of the exhibition; cleaning the booth is the Exhibitor's responsibility. No part of an exhibition booth may be suspended from the ceiling. No part of an exhibit or of the booth's structure may protrude beyond the allotted area on any side. Decorating materials and wallpaper used by the exhibitor must be fire-proof. Police regulations, fire regulations and other official regulations must be observed at all times, also during the construction and dismantling of the exhibits.

### 7. Electrical Installations/Power Consumption:

Any costs and risks related to power supply outside of the standard supply for a booth and for electrical installations are in the responsibility of the participant. Installations may only be carried out by an electrician appointed by the Management Company. The Management Company however is not responsible for any losses or damage which may occur from interruptions or defects in the electric power supply.

**8. Dismantling of booths:** The Exhibitor must dismantle his booth and clear the booth area within the allotted time. Stored materials, empty containers and packing materials must be disposed of. If the Exhibitor does not dismantle and clear away the exhibit in a timely manner, these items will be removed by the Management Company at the Exhibitor's cost. Remaining items become the property of the Management Company, and no reimbursement will be made for such items. The Management Company can demand that Exhibitors restore the exhibition area to the original condition at the Exhibitor's expense. Exhibitors must bear the costs of repairs to damaged exhibition areas.

**9. Payments – Breach of contract:** Please refer to the terms of payment and corresponding deadlines as given in the application form to the Exhibitor. The contract shall remain in full force and effect in case of merger or acquisition of the contracting company. The dimensions of floor space are approximate. The Management Company reserves the right to change these dimensions in order to most efficiently use the available exhibition area and to adjust the booths to the blueprints of the exhibition hall. Failure to comply with local authorities and international regulations may not be used as a ground to declare the contract void. Failure to comply with the Rules and Regulations will not expose the Management Company to any suits or demands by the Exhibitor/any third party. The Exhibitor bears the costs of all taxes, fees and official charges on the participation fee and of any special installations requested by himself.

**The Management Company reserves the right to exclude an exhibitor from the exhibition, if the invoice is not fully paid until one week before the start of the WCTE2016.** If a company wishes to renounce their participation, the company is nevertheless liable for the participation fee and for incidental expenses. In case of cancellation until Friday, 27 May 2016, the Management Company will refund 25 % of the participation-fee; by cancellation after that date no costs will be refunded.

**10. Place of Legislation:** In all cases of litigation it is agreed by the Participant that the competency of the duly authorized court in Vienna, Austria is recognized and Austrian law is to be applied.