

# SPONSORSHIP APPLICATION FORM

Fill out this form to return it to Carole Défossé (the ASECAP Secretariat) by email at [c.defosse@asecap.com](mailto:c.defosse@asecap.com) or by fax at +32 2 514 66 28.

Upon receipt of this sponsorship application form, your company will receive an invoice for the corresponding amount.

**13 – 15 May 2024 – Palazzo Mezzanotte, Milano, Italy**

## Sponsor Information

COMPANY: ..... VAT NUMBER: .....

CONTACT FREE DELEGATE 1 (FIRST NAME & LAST NAME)\*: ..... TITLE: .....

CONTACT FREE DELEGATE 2 (FIRST NAME & LAST NAME)\*: ..... TITLE: .....

CONTACT FREE DELEGATE 3 (FIRST NAME & LAST NAME)\*: ..... TITLE: .....

CONTACT FREE DELEGATE 4 (FIRST NAME & LAST NAME)\*: ..... TITLE: .....

CONTACT FREE DELEGATE 5 (FIRST NAME & LAST NAME)\*: ..... TITLE: .....

CONTACT FREE DELEGATE 6 (FIRST NAME & LAST NAME)\*: ..... TITLE: .....

ADDRESS: .....

POST CODE: ..... CITY: ..... COUNTRY: .....

PHONE: + ..... MOBILE PHONE: + .....

FAX: ..... EMAIL: .....

WEBSITE: .....

*\*Platinum (6 free delegates), Gold (4 free delegates), Silver (2 free delegates), Bronze (1 free delegate)*

SPONSORS			TICK THE BOX OF YOUR CHOICE
<b>PLATINUM SPONSORSHIP</b>	Delegates' tote bags	15,000 €	
	Lanyards	15,000 €	
	Dedicated wifi with company name	15,000 €	
	Photobooth	15,000 €	
	Power Bank	15,000 €	
<b>GOLD SPONSORSHIP</b>	Welcome reception – Monday 13 May 2024	10,000 €	
	Lunch on Tuesday 14 May 2024	10,000 €	
	Lunch on Wednesday 15 May 2024	10,000 €	
	USB keys	10,000 €	
	Pens	10,000 €	
	Notepads	10,000 €	
<b>SILVER SPONSORSHIP</b>	Morning Coffee Break–Tuesday 14 May 2024	8,000 €	
	Afternoon Coffee Break–Tuesday 14 May 2024	8,000 €	
	Morning Coffee Break–Wednesday 15 May 2024	8,000 €	
<b>BRONZE SPONSORSHIP</b>	No item	6,500 €	

*\*All prices are VAT excluded (20 %) - All sponsorship items must be produced & shipped by the sponsors (not included in the sponsorship package)*

# SPONSORSHIP APPLICATION FORM

## VERY IMPORTANT NOTES:

- The sponsors who shall reserve an exhibit booth shall fill out as well the **Exhibition Booth Reservation Form** on page 7.
- For any additional exhibit booth personnel, sponsors shall fill out as well the **Additional Exhibit Personnel Form** on page 8.
- The sponsors who shall reserve an exhibit booth are kindly invited to read very carefully the **ASECAP SPECIFIC EXHIBIT TERMS AND CONDITIONS** on page 9.
- **Sponsors should apply for a sponsorship package before the 29<sup>th</sup> April 2024** in order to ensure that the company logo and/or profile are on any production made by ASECAP. After this date, any applicant for sponsorship takes the risk of not having its company logo appear on the printed materials for the event (final programme, banners, posters, etc. that may be produced by ASECAP).

By signing, I declare that I agree with the General Terms and Conditions, and the Exhibit Terms and Conditions.

### **Cancellation policy:**

*All exhibit space and/or sponsorship cancellations or changes must be made in writing.*

*Refunds are calculated as follows:*

- *Cancellation of exhibit space or sponsorship until 30 January 2024 included, a refund of 50% of exhibit space or sponsorship cost will be granted minus a EUR 75 administration fee.*
- *Cancellation of exhibit space or sponsorship from 31 January 2024 onwards, no refund will be granted.*

Signature: .....Date: .....

# EXHIBITION BOOTH RESERVATION FORM

Fill out this form to return it to Carole Défossé (the ASECAP Secretariat) by email at [c.defosse@asecap.com](mailto:c.defosse@asecap.com). Upon receipt of this reservation form, your company will receive an invoice for the corresponding amount.

**13 - 15 May 2024 – Palazzo Mezzanotte, Milano, Italy**

## Company information

COMPANY: .....	VAT NUMBER: .....	
ADDRESS: .....		
POST CODE: .....	CITY: .....	COUNTRY:.....
PHONE: + .....	FAX: + .....	
EMAIL: .....	WEBSITE: .....	
EXHIBITION STAFF 1 (FIRST NAME & LAST NAME)*: .....		
EXHIBITION STAFF 2 (FIRST NAME & LAST NAME)*: .....		
EXHIBITION STAFF 3 (FIRST NAME & LAST NAME)*: .....		

*\*Indicate the name of the person who will take the free exhibitor staff pass that is automatically included in the Exhibition Package (Platinum 3 staff pass, Gold 2 staff pass, Silver & Bronze 1 staff pass)*

Any additional exhibit booth personnel will need to register at the fee 200 € +20% VAT: in order to register, please fill out the separate *additional exhibit personnel form* you will find on next page.

If you do not wish to have exhibit booth personnel, please let us know as well.

### Please tick the relevant box:

- 1 exhibit booth at the price 6,000 € (+ 20% VAT) – **to tick if you are exhibitor only**
- 1 free exhibit booth - **to tick if you are sponsor**

### OPTIONAL:

- Renting of a TV screen (250€ VAT excl. for the whole event)
- Renting of a brochure holder (100€ VAT excl. for the whole event)

### Stand preference (assigned on first-come, first-served basis)

To view the stands that have already been attributed so far, please go to the ASECAP Days website - [www.asecapdays.com](http://www.asecapdays.com) - and click on the webpage «Sponsors & Exhibitors»

FIRST CHOICE: .....

SECOND CHOICE: .....

By signing, I declare that I agree with the Exhibit Terms and Conditions, as well as with General Terms and Conditions.

#### **Cancellation policy:**

*All exhibit space and/or sponsorship cancellations or changes must be made in writing.*

*Refunds are calculated as follows:*

- Cancellation of exhibit space or sponsorship until 30

*January 2024 included, a refund of 50% of exhibit space or sponsorship cost will be granted minus a EUR 75 administration fee.*

- Cancellation of exhibit space or sponsorship from 31 January 2024 onwards, no refund will be granted.

Signature: ..... Date: .....

# ADDITIONAL EXHIBIT PERSONNEL FORM

**\*Additional booth personnel** must fill out the form below.

Is not concerned here the exhibit staff that already automatically benefits from the free exhibitor staff pass included in the Sponsorship and Exhibition packages (see appropriate form on previous page).

Any additional exhibition booth personnel will register at **200 € + 20% VAT** (*Access to the exhibition area ONLY; Welcome reception, Lunch & Networking dinner included*)

Please fill out this form to return it to the ASECAP Secretariat by email at [c.defosse@asecap.com](mailto:c.defosse@asecap.com).

Upon receipt of this reservation form, your company will receive an invoice for the corresponding amount.

## PLEASE COMPLETE ONE FORM PER REGISTRANT

FIRST NAME .....	LAST NAME) : .....	
TITLE: .....		
COMPANY: .....		
ADDRESS: .....		
POST CODE: .....	CITY: .....	COUNTRY: .....
PHONE: + .....	MOBILE PHONE: + .....	
FAX: + .....	EMAIL: .....	
WEBSITE: .....		

By signing, I declare that I agree with the Exhibit Terms and Conditions, as well as with General Terms and Conditions.

**Cancellation policy:**

All exhibit space and/or sponsorship cancellations or changes must be made in writing.

Refunds are calculated as follows:

- Cancellation of exhibit space or sponsorship until 30

January 2024 included, a refund of 50% of exhibit space or sponsorship cost will be granted minus a EUR 75 administration fee.

- Cancellation of exhibit space or sponsorship from 31 January 2024 onwards, no refund will be granted.

Signature: ..... Date: .....