

Pre-Event Workshop Booking Form



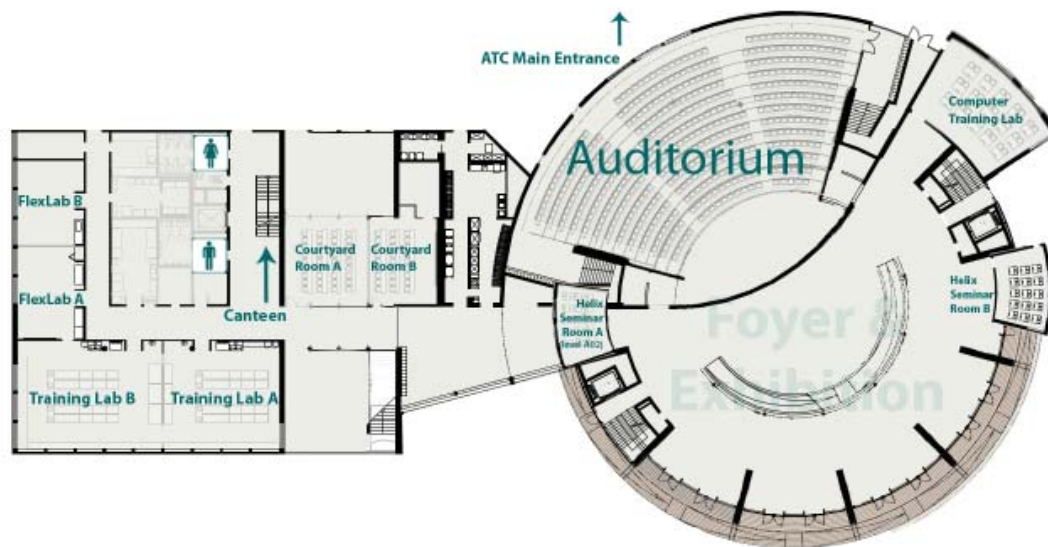
Pre-event workshops are available for confirmed event sponsors only*.
All workshop applications are subject to review, and are allocated on a first-come first-served basis.

Event name and date: _____

Company Name: _____

Name of contact: _____

E-mail: _____ Telephone: _____



Individual Sponsorship Options (please mark top 3 preferences)	Capacity	Price
<input type="checkbox"/> ATC Helix A (2nd floor)	30	€ 750
<input type="checkbox"/> ATC Helix B (2nd floor)	30	€ 750
<input type="checkbox"/> Flex Lab A (meeting room - can be combined with Flex Lab B or Training Lab B)	48	€ 900
<input type="checkbox"/> Flex Lab B (meeting room)	45	€ 900
<input type="checkbox"/> Courtyard A (can be combined with Courtyard B)	50	€ 1,000
<input type="checkbox"/> Courtyard B (can be combined with Courtyard A)	50	€ 1,000
<input type="checkbox"/> Training Lab A (2 per bench)	40	€ 900
<input type="checkbox"/> Training Lab B (2 per bench - can be combined with Flex Lab A or Training lab A)	48	€ 900

Terms and Conditions:

- 19% VAT is applicable to the above prices for sponsoring companies from Germany. All other EU countries are required to provide their VAT number. Non-EU countries are exempt from VAT. All monies are payable in Euro.
- Sponsorship will be allocated only on receipt of a signed booking form. A letter of confirmation will be provided by EMBL to confirm the booking. Applications will be processed in order of receipt.
- Exhibition space will be allocated on a first come, first served basis. EMBL reserves the right to rearrange the floor-plan and / or relocate any exhibit without notice. There is no discount or refund for any facilities not used. Exhibitors are required to wear their name badges during exhibition hours.
- Any sound system or equipment generating excessive noise is forbidden and will be removed at the exhibitor's expense.
- Cancellation policy:** Cancellation requests must be made in writing. If cancellation occurs less than 7 days prior to the start of the event, the cancellation fee is 100% of the sponsorship sum. If cancellation occurs between 7 days and 6 weeks prior to the start of the event, the cancellation fee is 50% of the sponsorship sum. If cancellation occurs more than 6 weeks prior to the start of the event, a cancellation fee of € 75 will be charged.

By signing this contract I/we agree to comply with the terms and conditions, which I/we have read and understood.

Signature: _____ Date: _____

*sponsoring amount of min €2,000

VAT No. (for EU countries outside Germany)

Please return this form to: sponsorship@embl.de | fax: +49 (0)6221 387 8158

Further information can be found under www.embl.org/sponsorship