

# BOOKING FORM & SPONSORING AGREEMENT

COMPANY NAME.....

1<sup>st</sup> Name ..... Last Name .....

Position ..... Email .....

Phone Number ..... Mobile .....

Invoicing Address .....

Vat Number .....

Prices are subject to a 21% VAT, which will be added to the corresponding invoice, in accordance with the Spanish VAT Law. Companies and organization with an invoicing address outside of Spain are not subject to VAT.

## MAJOR SPONSOR PACKAGES

- PLATINUM SPONSOR ..... €15,000
- GOLD SPONSOR ..... €10,000
- SILVER SPONSOR ..... €15,000

## COMMUNICATION

- Lunchtime workshop of 60 min ..... €5,000
- Lunchtime workshop of 30 min ..... €3,000
- Support of a specific session..... €1,500
- Support of the poster area ..... €500
- Private meeting room / Training room/recruiting room ..... upon request

## EXHIBITION

- Premium Booth ..... €3,500
- Standard booth ..... €2,000

## VISIBILITY

- Congress Wi-Fi ..... €750
- Exclusive sponsoring of the Congress App ..... €1,500
- Splash Screen with sponsor logo on the Congress App ..... €500
- Personalized footer on the Congress App ..... €450
- Personalized announcement via the Congress App ..... €350
- Congress website..... €500
- Congress Screens for 1 day ..... €500
- Coffee Break for 1 day ..... €750
- Lunch for 1 day ..... €1,250
- Welcome Reception ..... €4,000
- Closure Dinner ..... €6,000

## MATERIALS

- Delegate Bags ..... €3,500 +VAT
- Notepads ..... €350 +VAT
- Pens ..... €150 +VAT
- Lanyards ..... €1,000 +VAT
- Flyers ..... €450 +VAT

## DIGITAL COMMUNICATION SPONSORING

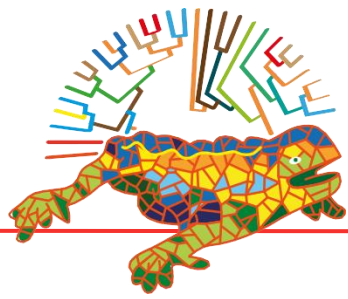
- One newsletter of the congress ..... €500 +VAT
- Social Networks Pack ..... €450 +VAT

Sub-total .....

VAT 21% .....

Total .....

DATE..... SIGNATURE OF THE AUTHORIZED PERSON



# BOOKING FORM & SPONSORING AGREEMENT

## General Sales Terms and Conditions

ESEB 2025 Organizing Committee and AIM Group, ESEB2025, are empowered to accept or reject applications and to allocate stands.

The signed Booking Form constitutes a legally binding contract for the sponsors and exhibitors. The technical regulations of the venue must be respected.

ESEB2025 and the Centro de Convencions Internacional de Barcelona, CCIB, cannot guarantee to provide the offered service if forms or orders are handed in too late.

### 1. EVENT DATES & LOCATION

Event name: Congress of the European Society for Evolutionary Biology 2025.

Location: Centro de Convencions Internacional de Barcelona, Barcelona – Spain

Dates: 17 August – 22 August 2025

### 2. STAND ALLOCATION

No stand proposals will be made without the Booking Form being received by ESEB2025. The stands will be allocated solely by ESEB2025 on availability and confirmed in writing by ESEB2025.

The position allocated is definite. ESEB2025 shall have the right to change the allocation of a stand in case of unforeseen and/or unavoidable circumstances beyond its control, changes of the size or type of stand, as well as for unforeseen technical reasons.

- The booked space de facto must be used for the presentation of the company that is stated as “Company” in the Booking Form.
- Every Co-exhibitor who shares the space must be announced as such in the Booking Form.
- Reselling of stand space or transferring the right to exhibit on the relevant stand to a third party is strictly forbidden without prior written authorization of ESEB2025.
- All stands are bookable upon request and availability.

- The stand sides facing the visitors’ aisles must be designed in a transparent and open form. 70% of the stand’s open side length must be easily accessible and open to public view.

Railings up to a height of 1m are not regarded as walls. If the exhibitor closes more than 30% of a stand side facing an aisle, the organizer reserves the right to reallocate the stand.

### 3. STAND STRUCTURE & DESIGN

The setup of exhibition stands, including structure and design, will be managed by ESEB2025. All installations and decorative elements must be ordered through ESEB2025, as external providers are not permitted by the CCIB. Exhibitors and sponsors are required to comply with the venue’s technical regulations and to familiarize themselves with — and adhere to — all internal regulations of both the CCIB and ESEB2025.

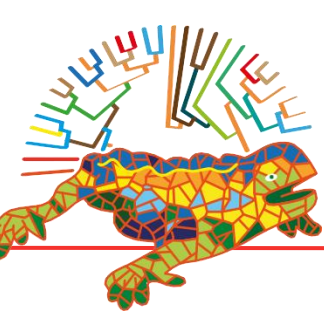
Full technical specifications and detailed setup guidelines will be provided in the Exhibitor Manual.

### 4. PAYMENT TERMS AND CONDITIONS

The total amount must be paid within fifteen (15) days from the date of the invoice. All invoices must be paid no later than one (1) month prior to the start of the Congress. Only those sponsors and/or exhibitors who have completed payment within the established deadlines will be granted access to and allowed to use their allocated stand.

#### For Sponsors

- a) The total sponsorship amount must be paid within fifteen (15) days of the date of the invoice.
- b) In the event that the sponsor fails to make payment within the stipulated period, ESEB2025 reserves the right to reassign the booked space and workshop slot to a third party, cancel the sponsor’s participation, and remove the sponsor’s logo from all promotional materials and communications.
- c) Late payments shall incur a penalty surcharge of five percent (5%) of the total amount due per week of delay, plus an administrative fee of fifty euros



# BOOKING FORM & SPONSORING AGREEMENT

(€50), payable together with the outstanding amount.

- d) All bank transfer fees and charges shall be borne exclusively by the sponsor.

## For Exhibitors

- a) The total exhibition fee must be paid within fifteen (15) days from the date of the invoice.
- b) If payment is not received within the specified period, ESEB2025 reserves the right to reallocate the booked exhibition space to a third party and to cancel the exhibitor's participation without any obligation of refund.
- c) Late payments shall incur a penalty surcharge of five percent (5%) of the total amount due per week of delay, plus an administrative fee of fifty euros (€50), payable together with the outstanding amount.
- d) All bank transfer fees and charges shall be borne exclusively by the exhibitor.

## 4.1 PAYMENT BY INTERMEDIARIES (e.g. Agents)

The intermediary shall be responsible for the payment, irrespective of the client's payment to the intermediary.

## 4.2 CANCELLATION

All cancellations must be submitted in writing to the Congress Organizer. Upon receipt of the signed Sponsorship or Exhibition Booking Form, the following cancellation fees will apply:

- For cancellations received on or before 1 June 2025, a cancellation fee equivalent to 50% of the total amount will be charged.
- For cancellations received after 2 June 2025, 100% of the total amount will be charged.
- • Any payments exceeding the applicable cancellation fee will be reimbursed \*\*upon request\*\*.
- • No refunds will be issued for cancellations received after 2 June 2025 or for failure to attend the event.
- Failure to attend the event does not constitute cancellation and will not exempt the Sponsor or Exhibitor from payment obligations.

## 5. SPONSORS' MANUAL

A comprehensive manual including technical specifications, opening hours, setup and dismantling instructions, additional services (furniture, catering, etc.), and venue regulations will be provided to all sponsors and exhibitors in due time.

## 6. EXHIBITION RULES

If a neighboring stand requires access to power connections, the exhibitor may be asked to grant temporary access.

Exhibitors are required to keep their stands open and staffed for the entire duration of the exhibition.

Early dismantling or removal of materials before the official closing time is strictly prohibited.

All exhibitors are responsible for proper waste disposal during setup, the exhibition period, and dismantling.

## 7. ADVERTISEMENT

On-site advertising is permitted exclusively through the official channels and formats offered by ESEB2025. Unauthorized advertising or promotional activities are strictly prohibited.

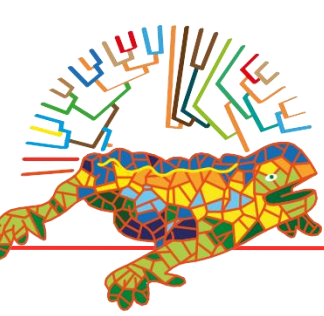
Promotional materials (e.g., brochures, flyers, giveaways) may only be distributed within the confines of the exhibitor's assigned stand space. Distribution in aisles, entrances, common areas, or any other non-assigned areas is not allowed without prior written approval from the Organizer.

The use of audio equipment, loudspeakers, or any form of noisy publicity is strictly forbidden in order to maintain a professional and comfortable environment for all participants.

ESEB2025 reserves the right to stop or remove any advertising activity that does not comply with these rules or that disturbs the event experience.

## 8. CIVIL LIABILITY FOR EXHIBITORS

Exhibitors guarantee the conclusion of any insurance agreement by an insurance company covering civil liability, stand material, and the goods exhibited, whether these goods or material are their own or a third party's property during the time of exhibition, including construction/dismantling of stands.



# BOOKING FORM & SPONSORING AGREEMENT

The exhibitor is responsible for any damage to a third party, caused either by himself or by his employees or his material.

The exhibiting company and its representatives confirm that ESEB2025 in no way takes responsibility for loss, injury or damage to items or persons, whatever the cause may be, before, during, or after the event.

ESEB2025 is responsible under civil law in its capacity as organizer of the event. This liability shall in no case extend to the damage caused neither to participants of the event, nor to rented goods by third parties.

CCIB is responsible under civil law in its capacity as owner of the premises and of fixed or temporary installations used for the exhibition, for any loss or damage resulting from intent or gross negligence on the part of CCIB in performing its contractual obligations.

Exhibitors shall not be entitled to any compensation should political or economic circumstances or a case of 'force majeure' prevent the exhibition from being held or limit its size or modify its nature.

In any disputes that may arise concerning the execution or interpretation of the present General Regulations, both parties declare that they agree to the competence of the relevant tribunal

in Barcelona, Spain.

Exhibitors are advised to take all necessary precautions against theft or loss. The organizer shall not be held liable for any missing or stolen items

## 9. PRIVACY POLICY

We and our cooperation partners process and use personal data only to the extent necessary for the establishment, content organization or change of the legal relationship (data inventory).

These actions are taken based on *Art. 6 Sect. 1 lit. b GDPR*, which permits the processing of data for the fulfilment of a contract or pre-contractual actions. We collect, process, and use personal data only to the extent that this is necessary to make it possible for users to utilize the services and to bill them.

For further information, please visit *GDPR / Privacy Policy* at <https://gdpr.eu/privacy-notice/>.