



# International Conference on Acoustics, Speech, and Signal Processing

12 – 17 May 2019 • Brighton Conference Centre, Brighton UK

## APPLICATION & CONTRACT FOR EXHIBITION & SPONSORSHIP

PLEASE USE BLOCK LETTERS

Company Name	
Contact Name	Position:
Address:	
Postcode/Zipcode:	Country:
VAT Registration No/Company Registration No:	
Telephone:	Mobile:
Email:	Website:

### EXHIBITION

I would like to apply for Exhibition space at ICASSP 2019:

	1st Choice	2nd Choice	3rd Choice
Preferred Stand No:			

	Early Bird before 15th February 2019 <input type="checkbox"/> (please tick)	Booking after 15th February 2019 <input type="checkbox"/> (please tick)
Shell Scheme 3m x 3m	£2,000	£2,400
Table Top*	£1,500	£1,750

\*Table Tops are only open to charities, book publishers, not-for-profits or societies featuring future meetings

### SPONSORSHIP

I would like to apply for sponsorship of ICASSP 2019 at the following level: (please tick)

- Diamond Conference Patron at £20,000
- Platinum Conference Patron at £12,000
- Gold Conference Patron at £9,000
- Silver Conference Patron at £6,000
- Bronze Conference Patron at £3,000



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## ADDITIONAL SPONSORSHIP

I would like to apply for additional sponsorship of ICASSP 2019 at the following level: (please tick)

- Conference Smartphone App at £7,000
- Delegate Conference Item Branding at £6,000
- Networking Hub at £5,000
- Recharging Station at £4,000
- Conference Break Time Patron (per day) at £3,500
- Welcome Reception Patron at £3,500
- Best Student Paper Award at £1,500
- In-App Advert at £1,500
- Delegate Bag Insert at £1,000
- Digital Screen Advertising at £750
- Student Career Luncheon Attendee max 3 at £100 per person x \_\_\_\_\_

Additional Exhibitor Passes – £100 each x \_\_\_\_\_ = \_\_\_\_\_  
*Passes do not permit access to scientific programme*

Exhibitor Pass Full Upgrade – £600 each x \_\_\_\_\_ = \_\_\_\_\_

Are you likely to attend the Welcome Reception on Brighton Pier on the evening of Monday 13 May? Y / N

**FINAL TOTAL** = \_\_\_\_\_

All prices shown are inclusive of UK VAT as applicable.

This Application is Legally Binding. Signature of this Application and Contract implies acceptance of the Terms and Conditions as outlined or as may be outlined in the Technical Exhibition.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Please complete, sign and return this form to [industryICASSP2019@bcdme.com](mailto:industryICASSP2019@bcdme.com)



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### TERMS & CONDITIONS OF APPLICATION & CONTRACT

#### Terms of Application & Payment

An invoice for the full amount will be issued on receipt of Application Form. All invoices must be settled within 30 days. Late payment or non-payment of invoices may result in release of reserved items.

Build-up will NOT be allowed if a balance is outstanding.

The submission of the application form shall be deemed to be confirmation of participation and full acceptance of the "Terms & Conditions of Application & Contract" as stated herein. The application shall become a valid contract upon the Conference Secretariat accepting the application. The application and confirmation of its receipt do not constitute grounds for any claim to approval, or to any specific location or site of stand. In particular, the Conference Secretariat is entitled to implement the relocation of space allocated if the conference area available is oversubscribed.

#### Rental of Stand Fitting, Design & Signs

The individual design of the stand, if in excess of the services indicated in the offer, is the concern of each individual Exhibitor who shall apply with the official contractor for furniture, fittings, fixtures and utilities. The nature of the design shall, however, be subjected to the construction regulations applicable to the event venue and to the construction guidelines set by the Conference Secretariat.

#### Co-Exhibitors & Firms Indirectly Represented

Stand areas are in principle made available solely as whole entries and only to one contracting party, the 'Main Exhibitor'. The use of the stand area by another company represented by its own conference goods (co-exhibitor) shall require a special application and written approval from the Conference Secretariat. Approval of co-exhibitors is likewise based on the criteria listed under Terms of Application & Payment above, apart from this. Such companies shall also be subjected to the terms & conditions for participation, which are to be acknowledged by those companies in writing. The assignment of the rights and obligations to other parties, even if only in part, is not permissible except with the written approval of the Conference Secretariat in advance. The Main Exhibitor shall be liable for any fault on the part of his co-exhibitor or indirectly represented company and their agents, in the same manner as his own faults and for the faults of his own agents.

#### Cancellation Policy

*All cancellations must be made in writing to the Conference Secretariat and the following cancellation policy will be enforced:*

10% of the contract price if cancellation is received up until 9 months before the start of the Conference

50% of the contract price if cancellation is received up until 6 months before the start of the Conference

100% of the contract price if cancellation is received less than 3 months before the start of the Conference

In the case of complete cancellation, a maximum 80% refund will be made if the exhibition space and all sponsorship packages are fully resold

The Conference Secretariat reserves the right to retain all fees in the event of non-attendance.

#### Exhibition Layout

The Organisers reserve the right to change the exhibition floor layout if necessary. The Organisers reserve the right in unforeseen circumstances to amend stand numbers or alter the exact site of the location of the exhibition and/or stand and the Exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the Organisers.

#### Movement of Exhibits

The Exhibitor shall bear the responsibility and expenses for transport of exhibits to the conference venue.

The Exhibitor shall make their own arrangements for the storage and warehousing of the exhibits, subject to the approval of the Conference Secretariat.

No exhibits or other goods will be permitted to leave the conference venue. The Exhibitor shall indemnify the Conference Secretariat against any loss or damages due to delay or damage to the conference venue.

#### Security Responsibility

During all periods, security of exhibits, stands and furniture is wholly the responsibility of the Exhibitor, his agent or contractor and the Conference Secretariat, its directors, trustees, offices, employees, agents and representations shall not be responsible for any losses, damages to property or injuries to person incurred.

#### Security & Insurance

The Secretariat, its directors, trustees, offices, employees, agents and representations, will not be responsible for the safety of articles of any kind brought into the conference by the Exhibitor or Sponsor, their employees, agents or contractors, members of the public or any person whatsoever. Exhibitors shall ensure that they are fully covered by Insurance and take out public liability and comprehensive protection. The period of Insurance shall be from the time the Exhibitor first enters the conference hall until all his exhibits have been properly removed to the satisfaction of the Conference Secretariat. The Exhibitor shall indemnify and hold the Secretariat, its directors, trustees, offices, employees, agents and representations, harmless with respect to all costs, claims, liabilities, losses, demands, proceedings and expenses to which the Secretariat, its directors, trustees, offices, employees, agents and representations may in any way be subject (including but not limited to members of the public, the staff of the local authorities, or the Secretariat of Exhibitors' staff, agents or contractors) caused as a result of any act of omission of the Exhibitor, co-exhibitor, sponsor, representatives, employees, agents, contractors or invitees. If the Conference Secretariat so demands, the Exhibitor shall provide proof to the Secretariat that the Exhibitor has adequate insurance coverage. The Secretariat shall not in any event be held responsible for any loss or damages whatsoever (including loss of profits suffered by the Exhibitor) as a result of any restrictions or conditions which prevent construction, completion, alteration or dismantling, or for the failure of any service normally provided at the listed conference ground, for the cancellation or part-time opening of the conference either as a whole or in part, or for amendments or alterations tall or any of the 'Terms & Conditions of Application & Contract' caused by any circumstance not within their control.

#### Damage to venue

The exhibitor shall take good care of and shall not cause any damage or permit or suffer any damage to be done to the conference venue or to any part or parts thereof or to any fittings, equipment or other property therein, and shall make good and pay for damages thereto (including accident damage and damage by fire) caused by act or omission of himself, employees, co-exhibitors, agents, representatives, contractors or persons by reason of the use of the conference venue by the Exhibitor. If the Conference Secretariat so demands, the Exhibitor shall insure the venue for any damage and send the insurance documents to the Conference Secretariat.

#### Indemnity of the Conference Secretariat/ Show Manager

Under no circumstances shall the Conference Secretariat make good or accept any responsibility or liability however arising with respect to damage, theft or loss of any property, goods, articles or things however placed, deposited, brought into or left upon the premise either by the Exhibitor for his use or purpose or by any other person, and the Exhibitor must indemnify the Secretariat, its employees, agents and offices in respect thereof.

#### Compliance with Laws

Exhibitors shall comply with all the rules, regulations and laws imposed or laid down or prescribed in the future by the government, public authorities and owners or managers of the conference venue for all purposes concerned with the implementation of these regulations, of the regulations and stipulations laid down or prescribed in the future by the Conference Secretariat by virtue thereof, and of all other contracts relating to the conference, the Exhibitor shall be deemed to be domiciled at the office of the Secretariat in the UK. Without prejudice to the powers of the parties to enter into a general or limited arbitration agreement, all disputes arising from the Exhibitor's participation, from the enforcement of these regulations, or from any other contracts relating to the conference, including the Terms & Conditions of Application & Contract' stated herein, or by virtue of regulations or stipulations laid down or prescribed by the Conference Secretariat, shall be governed and construed accordingly and the Exhibitor hereby submits to the non-exclusive jurisdiction of the courts. Where disputes arise concerning interpretation, the English text of these 'Terms & Conditions of Application & Contract' shall be deemed to be final.

#### Supplementary clauses

Whenever necessary to ensure the smooth management of the conference, the Conference Secretariat shall have the right to issue Supplementary regulations and instructions in addition to those in the Terms & Conditions of Application & Contract'. All such additional written instructions form a part of the 'Terms & Conditions of Application & Contract' and are binding on all Exhibitors.

#### Infringement of 'Terms & Conditions of Application & Contract'

The infringement of the above-mentioned 'Terms & Conditions of Application & Contract', and any other future rules and regulations determined by the Conference Secretariat, will result in the exclusion of the Exhibitor from the conference, and the Exhibitor shall have no right to claim compensation or demand refund on any payments already processed, losses or expenses, nor shall the Exhibitor be released from their contractual obligation to pay.

#### Unforeseen Occurrences

In the event of any occurrence not foreseen in these Terms & Conditions of Application & Contract', the decision of the Conference Secretariat shall be final.

#### Liability

The Organisers accept no responsibility for any damages if the sponsored event is not performed because of any obstacle or hindrance outside the control of the Organisers, which the Organisers could not reasonably have foreseen when signing this contract and which the Organiser could not have avoided at a reasonable effort or cost. Such obstacles and hindrances include, but are not limited to, the outbreak of war, civil riots, governmental or other obstacles for the freedom of travel, union actions, natural disasters, fire, flooding and any other circumstances that fall within the meaning of the above.