**Annual POLIS Conference 2023**

**Application form for Sponsors and Exhibitors**

**Sponsor or Exhibitor information**

Organisation:

Street and number:

Postal code, city, country:

Contact person:

E-mail address:

Phone:

Mobile phone:

VAT number:

Names of persons attending the conference and manning exhibition stand:

**We would like to take part in the Annual POLIS Conference 2023 as:**

☐ Diamond Sponsor – Premium – 11,000 EUR excluding VAT

☐ Diamond Sponsor – Award – 11,000 EUR excluding VAT

☐ Platinum Sponsor – Digital Platform – 8,500 EUR excluding VAT

☐ Platinum Sponsor – Lanyard – 8,500 EUR excluding VAT

☐ Platinum Sponsor – Web streaming – 8,500 EUR excluding VAT

☐ Gold Sponsor – Conference Official dinner – 8,000 EUR excluding VAT

☐ Gold Sponsor – Conference Partner – 7,500 EUR excluding VAT

☐ Silver Sponsor – Members dinner – 6,000 EUR excluding VAT

☐ Silver Sponsor – After Party – 5,000 EUR excluding VAT

☐ Large Exhibitor – 5,500 EUR excluding VAT

☐ Small Exhibitor – 3,500 EUR excluding VAT

☐ Project Exhibitor – 2,000 EUR excluding VAT

**Standard terms for Sponsors and Exhibitors**

1. The final invoice must be paid by the contractor within 30 days of receipt.
2. Indemnity/liability: the contractor will indemnify POLIS against all liability arising from the use of the conference & exhibition premises according to the booking confirmation. Any costs of lost items, damage and/or repair must be fully paid to POLIS.
3. Third parties engaged by the contractor: the contractor is responsible for any damages caused by third parties engaged under their name. The contractor is responsible for any related insurances needed by third parties.
4. Clearing and cleaning up: Any equipment or material used for the exhibition not provided by POLIS must be removed by the contractor on the last day of the conference (POLIS will confirm the timing in advance). Any costs and expenses incurred in doing so are paid by the contractor.
5. The contractor will comply with the following cancellation charges:
	* After agreement: 80 % to be paid to POLIS
	* 3 months before the event: 100 % to be paid to POLIS

**Signature and date:**

**Please return this form completed and signed to Alexia Collignon,** **acollignon@polisnetwork.eu****.**

**Attach to your email a 50-word sponsor/exhibitor description and logo.**