**Annual POLIS Conference 2024**

**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 2024 as:**

☐ Diamond Sponsor – Premium – 12,000 EUR excluding VAT

☐ Diamond Sponsor – Award – 12,000 EUR excluding VAT

☐ Platinum Sponsor – Conference Dinner – 10,000 EUR excluding VAT

☐ Platinum Sponsor – Webstream – 9,500 EUR excluding VAT

☐ Platinum Sponsor – App – 9,500 EUR excluding VAT

☐ Gold Sponsor – Premium – 8,500 EUR excluding VAT

☐ Gold Sponsor – Members dinner – 7,000 EUR excluding VAT

☐ Silver Sponsor – Afterparty – 6,000 EUR excluding VAT

☐ Silver Sponsor – Coffee Breaks – 5,000 EUR excluding VAT

☐ Silver Sponsor – Reload Park – 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. Please note that the invoice will be sent by Karlsruhe Trade Fair Centre (Messe Karlsruhe).
2. Indemnity/liability: the contractor will indemnify Karlsruhe Trade Fair Centre (Messe Karlsruhe) 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 Karlsruhe Trade Fair Centre (Messe Karlsruhe).
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 Karlsruhe Trade Fair Centre (Messe Karlsruhe) 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 Karlsruhe Trade Fair Centre (Messe Karlsruhe)
	* 3 months before the event: 100 % to be paid to Karlsruhe Trade Fair Centre (Messe Karlsruhe)
6. When signing this agreement, you agree that POLIS store and process your data in accordance to their privacy policy and contact you for updates related to the POLIS conference. Please note that your invoicing details will be shared with Karlsruhe Trade Fair Centre (Messe Karlsruhe) for invoicing purposes.
7. When signing this agreement, you agree with the terms and conditions of Karlsruhe Trade Fair Centre (Messe Karlsruhe). Click [here](https://www.polisnetwork.eu/wp-content/uploads/2024/02/POLIS-2024-Terms-and-conditions-Messe-Karlsruhe.pdf) to read them.

**Signature and date:**

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

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