

CIRUGÍA ORBITO-PALPEBRAL
I CURSO MONOGRÁFICO DE LA
SECPRE

Sociedad Española de Cirugía Plástica, Reparadora y Estética



Gijón, 1 y 2 de Junio de 2018

SPONSORSHIP MANUAL

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- 1. Commercial Exhibition**
- 2. Sponsorship Modalities**
- 3. Exhibition Floor-Plan**
- 4. Space Rental and Sponsorship agreement form**

1. Commercial Exhibition

The **1st MONOGRAPHIC COURSE OF SECPRE** will take place at the Church of the Universidad Laboral de Gijon on June 1st and 2nd 2018.

Facilities

Each booth measures 3m x 2m (6 sqm, 3 m wide and 2 deep), being able to rent more than one space.

Spaces and booth construction

Space rental does NOT include booth construction. Only the electrical panel is included.

If you wish to hire the construction of the modular booth or design, please indicate it in the Space Order Form.

All booths shall comply with the standards provided by the Universidad Laboral de Gijon (see attached).

Setup and dismantling

The setup of booths will take place on **31st May**. The Exhibit will start running on 1st June in the morning, at the beginning of the Course, and will be open during the Course days (1st & 2nd June, 2018) .

The exhibitor shall take care of the transport and insurance of all material of his/her property.

The dismantling will take place on 2nd June once the sessions are finished.

Fees and conditions

Rental price includes the electrical panel. If you wish to hire the construction of the modular booth, please indicate it in the Space Order Form and it shall be budgeted separately. All booths shall comply with the standards provided by the Course Centre.

Booths shall be allotted in a first come first served basis according to the Contract Order Form. Booth requests shall be submitted to the Course Secretariat together with the Space Order Form.

Fees

SPACES	Up to January 12 th 2018	From January 13 th 2018
2mx2m (Spaces 15 to 30)	2.000 €	2.500 €
3mx2m (Spaces 1 to 14)	3.000 €	3.500 €

21% VAT not included.

Payment method

The Space Order Form together with the payment receipt shall be submitted to the Course Secretariat so as to make effective the reservation. Reduced fee shall be paid prior to 12/1/18.

All payments shall be made via check or wire transfer on behalf of: **Fundación Docente de la SECPRE**. (Ref.: 52 SECPRE “Company Name”).

CAIXABANK

Bank address: C/ Clara del Rey, 31-33, 28002 Madrid (Spain)

Account #: 2100 3918 82 0200191604

IBAN (electronic format): ES1621003918820200191604

IBAN (paper format): IBAN ES16 2100 3918 8202 0019 1604

SWIFT: CAIXESBBXXX

Cancellation

The cancellation of rental space by the exhibitor after 18th February, 2018, will result in the total loss of the amount paid as cancellation expenses.

Responsibility

Within the limits of the Spanish Law, the Organisation shall not assume any liability for personal injury or material damage, theft or damage caused by any arising disturbances.

The Exhibitor shall provide himself/ herself with an insurance schedule for any potential loss, theft or damage of personal or material assets as a result of the participation in the Course. The exhibitor shall also assume any risks arising from his or her activities in the Exhibition Hall.

Conference Secretariat

BN&Co Congress and Event Management

Paseo de la Castellana 179, entreplanta

28046 Madrid

Tel: +34 91 571 93 90

Fax: +34 91 571 92 06

E-mail: c.lazaro@bnyco.com

2. Sponsorship Modalities

Meeting Materials

Description	Brand Awareness	Collaboration
Advertisement on the final programme (1 full colour page)	Company logo on the meeting website and final programme	1.000 €
Signage	Company logo on the meeting website, final programme and signage	3.000 €
Audio-visuals	Company logo on the meeting website, final programme and screens	3.500 €
Documentation folders	Company logo on the meeting website, final programme and folder	1.200 €
Writing Pads & Pens	Company logo on the meeting website, final programme, writing pads and pens	2.500 €
Lanyards	Company logo on the meeting website, final programme and lanyards	800 €
Badge Holders	Company logo on the meeting website, final programme and badges	800 €
USB sticks with abstracts (200 u.)	Company logo on the meeting website, final programme and USB sticks	2.000 €

On-line Visibility

Description	Brand Awareness	Collaboration
Meetings Website Sponsor	Company logo and banner on the meeting website and logo on the final programme	3.500 €
E-mail newsletters Sponsor (per mailing)	Company logo on the meeting website, final programme and newsletters	800 €

Coffee Breaks

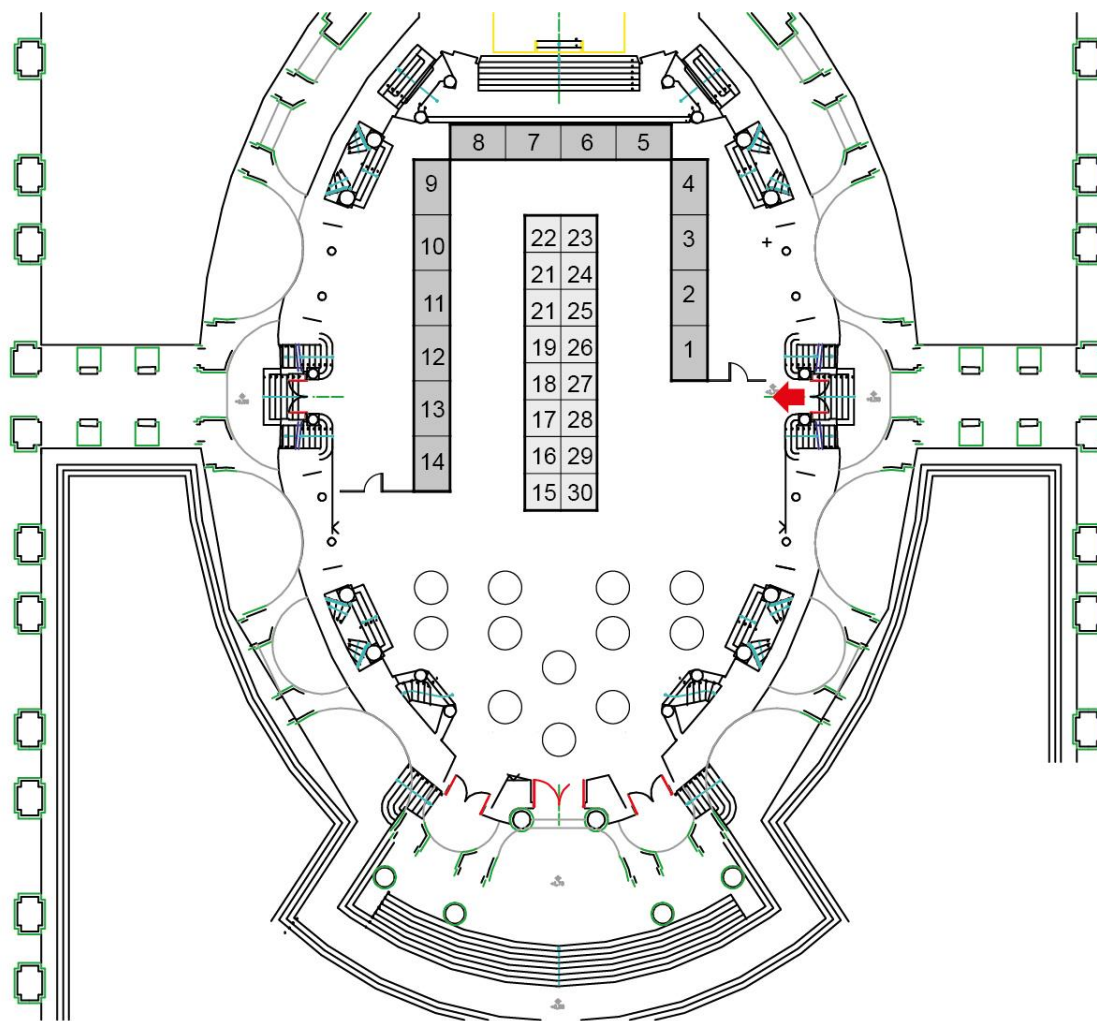
Description	Brand Awareness	Collaboration
Coffee Break (per day)	Company logo on the meeting website and final programme	1.600 €

Promoción

Description	Brand Awareness	Collaboration
Meeting Bag Inserts (Company's leaflet)	Company logo on the meeting website and final programme	800 €
Cell-phone & Computers battery charging station	Company logo on the meeting website, final programme and charging station	2.000 €

21% VAT not included.

3. Exhibition Floor-Plan



Volumetria
arquitectura efímera

NATALIA SUÁREZ

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Sociedad Española de Cirugía Plástica, Reparadora y Estética

Gijón, 1 y 2 de Junio de 2018

CONTRATO DE ESPACIOS PARA STANDS

Company details

COMPANY	
ADDRESS	
POSTAL CODE / CITY	
COUNTRY	
TELEPHONE	
E-MAIL	
VAT NUMBER	

Fees

SPACES	Up to January 12 th 2018	From January 13 th 2018
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21% VAT not included.

I request to contract space no. or sponsorship modality:

- I require booth construction information.
- We require an empty space; we have our own booth or display.
- I am interested in receiving information on furniture and other services.

Payment

In order to block any space or sponsorship modality, it is necessary to submit this sponsorship order form attaching a proof of payment of 100% to Mr. Carlos Lázaro: c.lazaro@bnyco.com
If you wish to take advantage of the early bird fee, payment shall be done before January the 12th 2018.

Recipient: Fundación Docente de la SECPRE
Bank Entity: Caixabank
Address: C/ Clara del Rey, 31-33 – 28002 Madrid
Bank account number: 2100 3918 82 0200191604
IBAN Code: ES1621003918820200191604
SWIFT / BIC: CAIXESBBXXX

COMPANY'S REPRESENTATIVE	
POSITION HELD	

I hereby declare to have full knowledge of the sponsorship and exhibition term and conditions:

Date

Signature