



BFE 22nd Meeting

Ljubljana, Slovenia – April 8-13 2024

REGISTRATION FORM - COMMERCIAL SPONSOR

## SPONSOR/EXHIBITOR INFORMATION

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Name of Attending Representative(s): \_\_\_\_\_

## EXHIBITOR PACKAGES

### Gold Sponsorship Package

- ☐ €3000 Exhibition space of 6 meters, including 1 chair, 1 table and electricity  
(includes booth space, insert in conference bag, logo on conference website and logo in conference brochure)

### Silver Sponsorship Package

- ☐ €1750 Exhibition space of 4 meters, including 1 chair, 1 table and electricity  
(includes booth space and logo on conference website, insert in conference bag)

### Bronze Sponsorship Package

- ☐ €1000 Exhibition space of 2 meters, including 1 chair, 1 table and electricity

**Prices do not include VAT which should be accounted for by the sponsor under the reverse charge (except the UK).**

- ☐ 20% Early Bird Discount Rate (register and pay by November 30, 2023)

- ☐ 10% Early Bird Discount Rate (register and pay by December 15, 2023)

(Contact us at [conferences@bfe.org](mailto:conferences@bfe.org) for non-profit rates.)

## OTHER SPONSORSHIP OPTIONS

### Insert in Conference Bag, Logo in Meeting Program

- ☐ €250 per sheet (A4)

### Logo on BFE Meeting Website, Social Media

- ☐ €250

### Sponsor a Coffee Break

- ☐ €1000 (single sponsor)  
☐ €500 (co-sponsor)

### Bag, lanyards, paper & pens, evening cocktail

- ☐ Please contact to discuss.

### Ad in Meeting Program

- ☐ €500 full page (210 x 297mm)  
☐ €250 half page (148 x 210mm)  
☐ €125 quarter page (105 x 148mm)

*Deadline for artwork: February 15, 2024*

*Artwork format: jpeg*

## PAYMENT INFORMATION

### FEE SUMMARY

Exhibit Booth	€
Insert in Conference Bag	€
Logo on Meeting Website	€
Sponsor a Coffee Break	€
Ad in Meeting Program	€
<b>TOTAL</b>	€

### VAT INFO

1. Reverse charge applies to EU sponsors/exhibitors outside Slovenia. Please provide your fiscal code **and** your 9-digit local VAT number including the two-letter country code.

2. 22% VAT applies to sponsors/exhibitors from Slovenia.

### METHOD OF PAYMENT

All payments will be processed via our event partner in Slovenia, Antana PCO, Congress Agency d.o.o. via **bank transfer**, using the information provided below.

VAT #

VAT #

### CANCELLATION POLICY

Provided written notice is received by January 8, 2024, a full refund will be given less a 10% administration charge. It is regretted that for cancellations after January 8, 2024, or for no-shows at the conference, there are no refunds. The BFE has the right to cancel this contract at any time with full refund to the exhibitor.

☐ I agree to the terms outlined above.

### BANK TRANSFER INFO

Exhibitor and sponsor payments are processed through our event partner in Slovenia, Antana PCO, Congress Agency d.o.o

#### Bank information:

SKB BANKA D.D. LJUBLJANA

IBAN: SI56031271000944493

BIC/SWIFT: SKBASIX

Account #:03127-1000944493

REFERENCE: NAME OF EXHIBITOR - BFE 22nd Meeting

**Please send a copy of the bank transfer to:**  
[conferences@bfe.org](mailto:conferences@bfe.org)

### How did you hear about our conference?

☐ Email ☐ BFE Website ☐ Colleague ☐ Society ☐ Organization ☐ Other (please specify)

## SUBMISSION OF YOUR REGISTRATION FORM

### TO REGISTER, PLEASE SEND COMPLETED REGISTRATION FORM TO:

Send by e-mail to: [conferences@bfe.org](mailto:conferences@bfe.org) AND [nina.bernard@antana-pco.com](mailto:nina.bernard@antana-pco.com)

Commercial sponsors are required to register before January 8, 2024.  
Payment must be received in full by January 15, 2024.

## EXHIBITOR RULES AND REGULATIONS

1. Because the exhibits are small-scale, it could be that there is less space available than there are requests for booths. In that case the companies that replied first will receive the space.
2. The BFE agrees to provide the exhibitor with the appropriate number of tables, chairs and electricity at no additional charge.
3. The booth itself and all additional electrical wiring and outlets have to be brought by the exhibitor.
4. Sales and order taking are permitted provided all transactions are conducted in a matter consistent with the nature of the meeting. BFE reserves the right to restrict sales activities that are inappropriate or unprofessional.
5. Exhibitors are not allowed to move their booth, to distribute materials outside the booth or perform equipment demonstrations outside the booth without written permission from the BFE.
6. The booth will be assigned only to one company; joint exhibitions with other manufacturers are prohibited.
7. The exhibitor is responsible for insurance related to their participation in the exhibits.
8. Maximum 2 persons can man the booth. These 2 persons have free admittance to the scientific program.
9. It isn't allowed to receive customers at the booth who are not participating in, and paying for, the conference.
10. Exhibitors will be notified by the BFE if their registration application using this form is accepted by the standing exhibition committee. Without written confirmation by the duly appointed representative of the BFE the exhibitor is not permitted to participate in the conference. Any action against such a decision will cause a five-year exclusion from any BFE event.
11. Exhibitors will be liable for and will indemnify and hold harmless the BFE and the venue from any loss or damages whatsoever suffered by the BFE or venue, as a result of any loss or damages occurring to or suffered by any person or company, including the exhibitor, other exhibitors, employees and members of the public attending the exhibits, either on the said space or elsewhere if said that loss or damages arose from or were in any way connected with the exhibitor's occupancy or said space.

The exhibition takes place during the entire conference (6 days).  
**ALL EXHIBITORS MUST SET-UP ON MONDAY, BETWEEN 08:00 AND 08:30.**



Biofeedback Federation CIC  
10 John Street | London, England, WC1N 2EB  
Tel: +44 20 3289 8033 | Email: [conferences@bfe.org](mailto:conferences@bfe.org) | [www.bfe.org](http://www.bfe.org)