



41st ESPEN Congress

Krakow, Poland | 31 August - 3 September, 2019

Please note that all acknowledgements of your company and listing of company name and address will be generated from the following information. It is mandatory to complete and sign this form to confirm your sponsorship. This form will be considered as a contract.

Please complete and send to:

MCI Suisse SA
C/o Corentin Ruy
Rue du Pré-Bouvier 9 – 1242 Satigny
Switzerland

Sending This Form

- 1) **Complete** this order form
- 2) **Save** this pdf file to your desktop
- 3) **Email** corentin.ruy@mci-group.com and **Attach** this file

Satellite Symposium Application Order Form And Contract

Company Name

Website

Contact Name Email

Invoicing Information

Invoicing Company Name Company VAT Number

Address

Postal Code City Country

Contact Name Email

Telephone P.O. Number If Applicable

- I Wish To Receive An Invoice For 100% Of The Payment (instead of 50% installments)
- I Will Need To Send A Separate Company Sponsorship / Exhibition Agreement To Be Signed

We Wish To Reserve The Following Satellite Symposium Room And Slot:

Saturday 31 August 2019 (Max 3 Per Day)

Room	Capacity	EUR
<input type="checkbox"/> Auditorium Hall	1900	€55'500
<input type="checkbox"/> Theatre Hall	600	€49'500
<input type="checkbox"/> Chamber Hall	400	€47'500

Sunday 1 September 2019 (Max 3 Per Day)

Room	Capacity	EUR
<input type="checkbox"/> Auditorium Hall	1900	€55'500
<input type="checkbox"/> Theatre Hall	600	€49'500
<input type="checkbox"/> Chamber Hall	400	€47'500

Monday 2 September 2019 (Max 3 Per Day)

Room	Capacity	EUR
<input type="checkbox"/> Auditorium Hall	1900	€55'500
<input type="checkbox"/> Theatre Hall	600	€49'500
<input type="checkbox"/> Chamber Hall	400	€47'500

Payment Schedule

A minimum of 50% of the total cost will be invoiced upon receipt of booking forms.

Final down payment to be made by 06 June 2019.

5% interest will be charged on any late payments. VAT is not included in the published prices.

Cancellation Policy

Cancellations and changes to your original booking must be made in writing to MCI.

For cancellations made:

- From confirmation date to 05 March 2019, 25% of the total cost of each item will be retained.
- From 06 March to 05 April 2019, 50% of the total cost of each item will be retained.
- From 06 April 2019, 100% of the total cost of each item will be retained. No refund will be possible.

We hereby agree to pay the required 50% deposit in EURO as soon as we receive the corresponding invoice.

Balance of the payment is to be made at the latest by 06 June 2019. 5% interest on late payment from 1st September if invoices not paid at the time of the Congress set-up.

- I have read and agree with the ESPEN terms and conditions within this document.
- I have taken all the steps to ensure that anyone working on the project is aware of these terms and conditions.

Date Day Month Year 2019 Signature (Name)