**EXHIBITOR/SPONSOR AGREEMENT**

This document confirms the agreement of the following company/institution to become exhibitor/sponsor

at the 12th 3DBODY.TECH Conference and Expo, to be held on 19-20 Oct. 2021, in Lugano, Switzerland.

Please fill this form, save it and send it by e-mail to the conference office at info@3dbody.tech.

The office will then prepare an invoice with details for the payment of the due fees.

**Exhibitor/Sponsor Details**

Company/Institution:

Address:

**Exhibitor/Sponsor Level**

Please select the exhibitor/sponsor level and specify the details.

*Note: the different exhibitor/sponsor levels and the different registration types*

 *are described at the end of this document.*

[ ]  GOLD EXHIBITOR & SPONSOR 2950 CHF

Included exhibition space: 9m2=3x3m (100ft2=10x10ft)

Included full registrations: 2

Included staff registrations: 1

Additional full registrations:   each 600 CHF

Additional online registrations:   each 500 CHF

Additional staff registrations:   each 200 CHF

Upgrade from staff to full registration:   each 400 CHF

Additional exhibition space in m2:    each m2 150 CHF

*or specify the total required exhibition space in meters or feet:*       x

[ ]  SILVER EXHIBITOR & SPONSOR 1650 CHF

Included exhibition space: 3m2=2x1.5m (32ft2=6.5x5ft)

Included full registrations: 1

Included staff registrations: 1

Additional full registrations:   each 600 CHF

Additional online registrations:   each 500 CHF

Additional staff registrations:   each 200 CHF

Upgrade from staff to full registration:   each 400 CHF

Additional exhibition space in m2:    each m2 150 CHF

*or specify the total required exhibition space in meters or feet:*       x

[ ]  BRONZE EXHIBITOR & SPONSOR 1250 CHF

Included exhibition space: 1m2=2x0.5m (10ft2=6.5x1.6ft)

Included full registrations: 1

Additional full registrations:   each 600 CHF

Additional online registrations:   each 500 CHF

Additional staff registrations:   each 200 CHF

Additional exhibition space in m2    each m2 150 CHF

*or specify the total required exhibition space in meters or feet:*       x

[ ]  VIRTUAL EXHIBITOR & SPONSOR 1050 CHF

Included online registrations: 1

Additional online registrations:   each 500 CHF

[ ]  BASIC SPONSOR 550 CHF

[ ]  ADDITIONAL INFRASTRUCTURE

*Note: indicative prices, to be confirmed upon availability.*

Small high tables:   each 30 CHF

High chairs:   each 25 CHF

Wired LAN Internet:   100 CHF

65" TV/Monitor:   750 CHF

[ ]  ADDITIONAL REQUIREMENTS (storage space, hostesses/helpers/models, pallet jack, etc.)

Please describe/list:

**Description and Logo**

Please send us by email a short description of your company/institution and a high resolution image (jpeg preferred) of your logo, which we can add to the conference website and use for the conference program.

**Participants**

Please give us the list of names and details for the participants.

*Important note: please provide for each participant a unique email address,*

 *which serves as login to access the online conference platform.*

Participants: title (Mr/Ms/Dr/Prof), full name, role/function, email

*(Multiple lines ok)*

 [ ]  Check this box if you do NOT consent to have names on the list of attendees, which

 will be made available to the participants of the 3DBODY.TECH Conference & Expo.

Our email policy:

Email addresses will NOT be made available/distributed to other parties.

**Prices and Payment Terms**

The prices are indicated in Swiss Francs (CHF) and are inclusive of taxes when/if applicable.

Payment methods: bank transfer on CHF/EUR/USD Swiss bank account; credit cards (VISA, MC,

AMEX, Diners, UnionPay) by secure e-payment system (+6% fees); PayPal system (+6% fees).

Invoicing and payments are possible in CHF, EUR, USD (AMEX, Diners, UnionPay: CHF only).

The current exchange rates will be applied for invoices in EUR, USD.

Payment method:

[ ]  Bank transfer with IBAN & SWIFT/BIC on USD/EUR/CHF Swiss bank account

[ ]  Credit card (VISA, MasterCard, AMEX, Diners, UnionPay) by secure e-payment, +6% fees

[ ]  PayPal payment system, +6% fees

Preferred currency of the invoice and payment:

[ ]  CHF (Swiss Francs), [ ]  EUR (Euro), [ ]  USD (US Dollars)

**Modification / Cancellation / Refund Policy**

Upgrades:

Upgrades of exhibitor & sponsor levels and modifications of confirmed details (e.g. name of participants) are possible without limitations and without administration charges/fees.

However, it may happen that some desired modifications will not the possible depending on the case.

Downgrades:

Downgrades of exhibitor & sponsor levels and cancellation of confirmed options are possible before

1 October 2021. We reserve the right to refuse a downgrade after this date.

Refund by bank transfer in CHF: difference of paid fees in CHF and the downgraded level, less 100 CHF administration charge and 6% credit card charge (if applicable, for payments made by credit card).

Cancellation:

Cancellation of confirmed exhibitor & sponsor levels is partially possible as a downgrade to BASIC sponsor, before 1 October 2021. We reserve the right to refuse a downgrade after this date.

Refund by bank transfer in CHF: difference of paid fees in CHF and the downgraded level, less 100 CHF administration charge and 6% credit card charge (if applicable, for payments made by credit card).

**Event Postponement / Cancellation Policy**

In case of event postponement or event cancellation, the following two options will be given

to confirmed exhibitors & sponsors:

• Transfer of the agreement with equal conditions and without any additional costs

 to the event at postponed dates or to the event of next year.

• Cancellation of the agreement and refund of all paid fees in CHF by bank transfer in CHF,

 less 6% credit card charge (if applicable, for payments made by credit card).

**Responsibility**

The exhibitor is fully responsible for the equipment/material exhibited at the venue. It is specifically understood that the exhibitor assumes responsibility and liability for any damage caused by its equipment/material.

**Responsible/Contact Person**

Name and position:

Telephone:

Email:

Place and date:

Please save the filled form and send it to the conference office by e-mail: info@3dbody.tech

**Contact Details**

Conference office: HOMETRICA CONSULTING - Dr. Nicola D’Apuzzo

 Contrada Maggiore 2, 6612 Ascona, Switzerland

 Tel.: +41.91.791.5524

Conference website: [www.3dbody.tech](http://www.3dbody.tech)

Conference email:

info@3dbody.tech

**Levels and benefits for exhibitors and sponsors**

**GOLD exhibitor and sponsor**

Ideal for manufacturers exhibiting large equipment (e.g. 3D full body scanner).

2950 CHF basic fees, with 9m2 (100ft2) exhibition space, 2 full registrations, 1 staff registration, virtual booth included.

Limited places of this exhibitor and sponsor level are available (FCFS policy).

The following benefits are offered:

- 9m2=3x3m (100ft2=10x10ft) space at the technical exhibition during 2 full days

- larger exhibition space possible (150 CHF per additional m2)

- provided is the reserved exhibition space, electric plug, tables (desk size), chairs, dedicated WiFi

- 2 full conference registrations, 1 staff registration

- additional registrations possible (details see below)

- multiple presentations at the technical sessions, short presentation at the opening session

- virtual exhibition booth on the online conference platform

- access to the online conference platform (not for staff registrations)

- logo, link and short description on the conference website and program

**SILVER exhibitor and sponsor**

Ideal for manufacturers exhibiting portable/desktop equipment or for providers of solutions and systems.

1650 CHF basic fees, with 3m2 (32ft2) exhibition space, 1 full registration, 1 staff registration, virtual booth included.

Limited places of this exhibitor and sponsor level are available (FCFS policy).

The following benefits are offered:

- 3m2=2x1.5m (32ft2=6.5x5ft) space at the technical exhibition during 2 full days

- larger exhibition space possible (150 CHF per additional m2)

- provided is the reserved exhibition space, electric plug, a table (desk size), chairs, dedicated WiFi

- 1 full conference registration, 1 staff registration

- additional registrations possible (details see below)

- presentation at a technical session, short presentation at the opening session

- virtual exhibition booth on the online conference platform

- access to the online conference platform (not for staff registrations)

- logo, link and short description on the conference website and program

**BRONZE exhibitor and sponsor**

Ideal for small firms demonstrating solutions or portable 3D body scanning equipment.

1250 CHF basic fees, with 1m2 (10ft2) exhibition space, 1 full registration, virtual booth included.

Limited places of this exhibitor and sponsor level are available (FCFS policy).

The following benefits are offered:

- 1m2=2x0.5m (10ft2=6.5x1.6ft) space at the technical exhibition during 2 full days

- provided is the exhibition space, electric plug, a table (no chairs), dedicated WiFi

- 1 full conference registration

- additional registrations possible (details see below)

- presentation at a technical session

- virtual exhibition booth on the online conference platform

- access to the online conference platform (not for staff registrations)

- logo, link and short description on the conference website and program

**Additional infrastructure, options for GOLD, SILVER, BRONZE exhibitors and sponsors**

Additional exhibition space:

- 150 CHF for each additional 1m2 (10ft2)

Additional registrations and upgrades:

- 600 CHF for each additional full registration

- 500 CHF for each additional online registration

- 200 CHF for each additional staff at the exhibition

- 400 CHF for each upgrade from staff to full registration

Additional infrastructure:

- 750 CHF for 65" TV/Monitor

- 100 CHF for wired LAN Internet

- 30 CHF for small high table (each)

- 25 CHF for high chairs (each)

The following options are offered upon request:

- storage space at the venue, hostesses/helpers/models, pallet jacks, other infrastructure

**VIRTUAL exhibitor and sponsor**

Ideal for manufacturers or solution providers not participating onsite at the conference & expo.

1050 CHF basic fees, with 1 online registration, virtual booth included.

Unlimited places of this exhibitor and sponsor level are available.

The following benefits are offered:

- 1 online conference registration included

- additional registrations possible (500 CHF for each additional online registration)

- online presentation at a technical session

- virtual exhibition booth on the online conference platform

- access to the online conference platform

- logo, link and short description on the conference website and program

**BASIC sponsor**

Ideal for small firms demonstrating solutions or portable 3D body scanning equipment.

550 CHF basic fees.

Unlimited places of this exhibitor and sponsor level are available.

The following benefits are offered:

- virtual exhibition booth (without interaction) on the online conference platform

- logo, link and short description on the conference website and program

**Registration types**

All the participants of exhibitors and sponsors have to be registered, the following types of registrations are available.

- Full registrations give access to all sessions, the exhibition, the online conference platform with all its contents

 and include coffee brakes, lunches and a copy of the conference proceedings.

- Online registrations include the access to the online conference platform with all its contents and a copy of the

 conference proceedings.

- Staff registration give access only to the exhibition and include coffee brakes and lunches. This registration type is

 intended for staff staying at the booth; upgrade to full registration is required to access the online confer. platform.

**Comparison table**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **GOLD****exhibitor & sponsor** | **SILVER****exhibitor & sponsor** | **BRONZE****exhibitor & sponsor** | **VIRTUAL****exhibitor & sponsor** | **BASIC****sponsor** |
| Basic fee | 2950 CHF | 1650 CHF | 1250 CHF | 1050 CHF | 550 CHF |
| Included exhibition area | 9m2=3x3m (100ft2=10x10ft) | 3m2=2x1.5m (32ft2=6.5x5ft) | 1m2=2x0.5m (10ft2=6.5x1.6ft) | - | - |
| Included infrastructure | tables (desks),chairs, el. plug, dedicated WiFi | 1 table (desk), chairs, el. plug, dedicated WiFi | 1 table (desk),electric plug, dedicated WiFi | - | - |
| Included full registrations | 2 | 1 | 1 | - | - |
| Included online registrations | - | - | - | 1 | - |
| Included staff registrations | 1 | 1 | - | - | - |
| Included virtualexhibition booth | yes | yes | yes | yes | yes(no interaction) |
| Included accesses to the online conference platform | 2 | 1 | 1 | 1 | - |
| Cost for additionalexhibition space | 150 CHFeach 1m2 (10ft2) | 150 CHFeach 1m2 (10ft2) | 150 CHFeach 1m2 (10ft2) | - | - |
| Cost for additionalfull registrations | 600 CHF | 600 CHF | 600 CHF | - | - |
| Cost for additionalonline registrations | 500 CHF | 500 CHF | 500 CHF | 500 CHF | - |
| Cost for additionalstaff registrations | 200 CHF | 200 CHF | 200 CHF | - | - |
| Cost for upgrade fromstaff to full registration | 400 CHF | 400 CHF | 400 CHF | - | - |
| Presentation atthe conference | yes multiple,opening session | yes,opening session | yes | yes, online | - |
| Information onwebsite and program | logo, link, text | logo, link, text | logo, link, text | logo, link, text | logo, link, text |

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