SLAS Sponsor Application Form

To apply for sponsorship opportunities, please complete and send this form to SLAS by email at europe@slas.org, or by post to: SLAS, attention Genco Turkmen, Boulevard du Souverain 280, B-1160 Brussels, Belgium. After receipt of this partnership application form, SLAS will invoice you for the corresponding amount.

Partner information

Last name:  
First name:  
Company:  
VAT Number:  
Address:  
Country:  
Post Code & City:  
Email:  
Phone:  
GSM:  
PO Number:  
Billing Address (If Different):  

SLAS Exhibits and Sponsorship Contact:

Genco Turkmen  
SLAS Sponsorships and Exhibition Manager, Europe  

SLAS c/o MCI  
Boulevard du Souverain 280  
1160 Brussels, Belgium  
T: +32 (0)2 789 23 93  
e: gturkmen@slas.org
Please select from below the items to be contracted:

<table>
<thead>
<tr>
<th>Sponsor Package (Level of Sponsorship)</th>
<th>Price</th>
<th>√ Select here:</th>
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</thead>
<tbody>
<tr>
<td>Diamond Sponsor Package (1 Available)</td>
<td>€ 10,500</td>
<td></td>
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<tr>
<td>Platinum Sponsor Package (2 Available)</td>
<td>€ 8,000</td>
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<tr>
<td>Gold Sponsor Package (5 Available)</td>
<td>€ 5,500</td>
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<tr>
<td>Silver Sponsor Package</td>
<td>€ 3,500</td>
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A La Carte Sponsorship Options:

<table>
<thead>
<tr>
<th>Price</th>
<th>√ Select here:</th>
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<tr>
<td>€ 750</td>
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<tr>
<td>€ 500</td>
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<tr>
<td>€ 350</td>
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<td>€ 1,000</td>
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*All items have to be delivered by the sponsor

Once contract has been received and approved, the sponsor is liable for all associated fees outlined in the contract. Cancellations must be made in writing to the SLAS office. In the event of cancellation on or before 12th of January 2020, the sponsor is liable for 50% of the cost of the initial contracted partnerships. No refunds will be issued for cancellations received after the 12th of January 2020.

Signature:               Date:
All Sponsorship Packages Include:

- Recognition on the SLAS.org event web pages
- Recognition within the event scheduling app/mobile web site
- Recognition on the symposium walk-in slides
- One complimentary registration (Valued at €650)
- Recognition as sponsor in all SLAS event emails

Diamond Package: €10,500
(1 Available)
- Double Table top Exhibition (equivalent to ~ 8mL x 2mW)
- Exclusive sponsorship of the networking reception (End of Day 1)
  - Includes:
    - Recognition as reception sponsor in all online and printed promotional material as well as onsite
    - Table top signs as venue allows
    - Possibility to display company branding at function (banner, napkins, etc.)
- Visibility as Diamond Sponsor:
  - Logo on SLAS event website
  - Logo in printed program guide
  - Logo in all SLAS event emails
- (2) Full Conference Passes (valued at ~ 650€ per pass)
- (1) 5min Vendor Snapshot Presentation
  - Timeslot/schedule based on availability at the time of booking
- (1) Attendee Email Blast (to be organized through SLAS)
- (1) Attendee Tote Bag Insert (to be provided by sponsor)

Platinum Package: €8,000
(2 Available)
- Double Tabletop Exhibition (equivalent to ~ 8mL x 2mW)
- Exclusive sponsorship of one of the following:
  - Networking Lunch (Day 1)
  - Networking Lunch (Day 2)
  - Includes:
    - Recognition as sponsor in all online and printed promotional material as well as onsite
    - Table top signs as venue allows
    - Possibility to display company branding at function (banner, napkins, etc.)
- Visibility as Platinum Sponsor:
  - Logo on SLAS event website
▪ Logo in printed program guide
▪ Logo in all SLAS event emails
○ (2) Full Conference Passes (valued at ~650€ per pass)
○ (1) 5min Vendor Snapshot Presentation (timeslot/schedule based on availability at the time of booking)
○ (1) Attendee Email Blast (to be organized through SLAS)
○ (1) Attendee Tote Bag Insert (to be provided by sponsor)

**Gold Package: €5,500**
(5 Available)
○ Tabletop Exhibition (equivalent to ~ 4mL x 2mW)
○ Exclusive sponsorship of one of the following:
  ▪ Event WiFi
  ▪ Coffee Break (Day 1 Morning)
  ▪ Coffee Break (Day 1 Afternoon)
  ▪ Coffee Break (Day 2 Morning)
  ▪ Coffee Break (Day 2 Afternoon)
○ Visibility as Gold Sponsor:
  ▪ Logo on SLAS event website;
  ▪ Logo in printed program guide
  ▪ Logo in all SLAS event emails
○ (1) Full Conference Pass (valued at ~ €650)
○ (1) 5min Vendor Snapshot Presentation
  ▪ Timeslot/schedule based on availability at the time of booking.
○ (1) Attendee Tote Bag Insert (to be provided by sponsor)

**Silver Package: €3,500**
○ Tabletop Exhibition (equivalent to ~ 4mL x 2mW)
○ Visibility as Silver Sponsor:
  ▪ Logo on SLAS event website
  ▪ Logo in printed program guide
  ▪ Logo in all SLAS event emails
○ (1) Full Conference Pass (valued at ~ €650)

Terms & Conditions
These SLAS Sponsorship Opportunities and General Terms and Conditions are unique to the SLAS 2020 European Sample Management Symposium, Berlin, Germany 2020, on 16-17 March.

1. Reservations policy
Confirmation of sponsorship and allocation of benefits (Exhibit space location, meeting timeslots) will be allocated on a first come, first served basis.

2. Payment policy
As soon as the sponsor confirms his choice in writing, MCI Benelux on behalf of SLAS will raise an invoice for the company's participation in the program. A 50% deposit of agreed sponsorship items is required upon receipt of the invoice. The remainder of the agreed sponsorship amount is due by 10th February 2020 at the latest.

If any contract is signed after the 10th February 2020, the total amount must be paid by credit card upon receipt of the invoice. Please note that a 2.5% fee will apply. Payment not received in due time, the industry could not be listed in the printed programme or any other printed collateral, signage or branding of the event. Sponsors will not be permitted to set up their exhibit or organize their meeting, workshop or any selected item until full payment has been made.

3. Cancellation policy
As soon as the contract has been received and approved, the sponsor is liable for all associated fees outlined in the contract. Cancellations must be made in writing to the SLAS Office.

Cancellation from 14th November 2019 to 12th January 2020 included: 50 % of the total amount due
Cancellation on or before 13th January to symposium date: 100% of the total amount due.

4. General conditions
All activities organized by companies involving participants in the meeting must be approved by SLAS. Distribution of drinks and meals must be in compliance with rules of the meeting venue. The SLAS Office can be contacted for more information on this, and to help coordinate catering. SLAS may accept multiple sponsors for the items listed in the sponsorship opportunities, unless otherwise indicated. SLAS may modify the meeting programme without notice. Sponsors will make sure to follow the rules and regulation of SLAS and of the Radisson Blu Berlin.

5. Assignment of exhibit space and workshop timeslots
Space and timeslots will be allocated on a first-come first-served basis – taking into account the time when the SLAS Office receives the signed sponsorship booking form.

6. Vendor workshops or user group meetings
Speakers, moderators will be selected by the sponsoring company. Registration fees, accommodation and flights for speakers will be covered by the sponsoring company. All vendor workshops or user group meetings must be submitted for approval by the SLAS. Allocation of vendor workshops or user group meetings timeslots will be done on a first-come-first-served basis.

7. Promotional and booth activities
No sponsor may operate in a way that violates the rights of another sponsor. Exhibits must not project beyond the space allocated, and may not obstruct the view or interfere with the traffic of other exhibits. All exhibits are to be conducted in a dignified manner. No soliciting of attendees in the aisle or any high-pressure sales pitch of any kind is permitted. Demonstrations and the distribution of literature and samples should take place inside the assigned booth. Any demonstrations at your booth that emit sound must be stopped immediately if deemed disruptive to other
sponsors in the hall. Booths are to be kept clean and in good order. No part of any exhibit, or signs relating thereto, shall be posted, nailed or otherwise attached to columns, walls, floors or other parts of the facility, in any way. Damage arising from failure to observe these rules shall be payable by the sponsors. Sponsors’ promotional activities are confined to the actual booth space purchased, or in areas approved by the SLAS.

SLAS reserves the right to refuse rental of exhibit to any company whose display of goods or services, in the opinion of SLAS, is not compatible with the general character and objectives of the meeting. Demonstrations, samples, materials and sales activities (taking orders for future fulfillment) are permitted only within the confines of a sponsor’s rented space or after approval by the SLAS organizing secretariat. Samples or souvenirs may not be sold and may not be distributed in a manner which, in the sole and exclusive judgment of SLAS, blocks the aisles or in any way handicaps other sponsors or impairs the flow of attendees. No sales transactions are allowed on the exhibition hall floor; however, sponsors are permitted to take orders for future fulfillment.

8. Sound
Exhibits which include the operation of musical instruments, radios, sound projection equipment, or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons, nor cause the aisles to be blocked. Operators of noisemaking exhibits must secure approval of operating methods before the exhibit opens. MCI Benelux on behalf of SLAS Europe shall be the sole judge of what constitutes appropriate sound levels.

9. Irregular Activities
All giveaway items with the exception of plastic bags, pens, pencils, luggage tags, pocket calendars, and the exhibitor’s product must be submitted for approval to SLAS three (3) weeks prior to the opening of the exposition. All exhibitors distributing approved “stick-ons” may not place the “stick-ons” on the attendees’ badges.

10. Robot demonstrations
Exhibitors must adhere to rules and regulations set forth by SLAS pertaining to robotic, hazardous or bio-hazardous demonstrations on the show floor. (See Robot Safety Policy)

11. Contests/giveaways
As long as consistent with applicable country and local laws, prize contests and drawings are permissible. Notice of any contests, giveaways or drawings must be given to the SLAS office in writing on or before 17th January 2020. Any prizes, draws or giveaways held or offered through the meeting must be made available to all registered attendees and guests. Notification of winners is the sole responsibility of sponsors. Microphone announcements are not permitted on the booth.

12. Changing/expanding booth space
SLAS is not responsible for contacting sponsors to change booth spaces if desired booth space is already taken by another sponsor. It is the responsibility of the sponsor requesting the additional space to contact the other sponsor to request a change and provide notification in writing to the SLAS Office. This does not apply to original booth assignments, as it is SLAS’ policy to call sponsors for alternative booth selections if their choices are not available. As indicated on the floor plan, booth assignments may be subject to change.

13. Photography/videotaping
Photography (including camera enabled cell phones), videotaping or examining another sponsor’s equipment or display without that sponsor’s permission is forbidden.

14. Subletting of space
Subletting of space is not permitted. Two or more companies may not exhibit in a single space. No sponsor may assign, sublet or apportion his/her space to or with another business entity or individual. No sponsor may show or demonstrate products or services other than those manufactured or handled in the normal course of his business. Should any item from a no exhibiting entity be required for operation of a display, identification of such item shall be limited to regular name plate or trademark under which same is sold in the general course of business. Sharing space with individuals or companies not officially represented by the contracting sponsor is
strictly prohibited, and may result in eviction. In fairness to other sponsor, each company must have its own booth space. SLAS will make every effort to assign booth space to companies that wish to be located together or near each other.

15. Solicitation
Non-sponsors or representatives of non-exhibiting companies may not canvass or solicit business in any part of the exhibition area during the entire meeting.

16. Private social functions policy
Sponsors of the SLAS 2020 European Sample Management Symposium are permitted to host private social functions for meeting attendees at their own expense. Hosted parties or meetings held by any company/entity that invites meeting attendees are not permitted to occur during any official meeting activity. Please refer to the SLAS Office before organizing your private functions to ensure that it does not compete with the official SLAS conference program in any way. SLAS must also be notified in advance of any ancillary events taking place during the symposium regardless of location, time or date of the event.

17. Interpretation of regulations
SLAS has the sole and exclusive right to make changes, amendments and additions to Sponsor guidelines stated in this document and subsequent communications, as it deems necessary to the proper conduct of the sponsor and, thereupon, the general terms and conditions, as amended, shall govern the actions of all sponsors. Interpretation of the sponsor general terms and conditions and operational rules shall rest solely with SLAS, and the decisions of SLAS shall be final. SLAS may require sponsors to make such alterations to their displays as it deems necessary to the proper conduct of the exhibition. Failure to comply may result in immediate expulsion from the exhibition or the payment of reimbursement and compensation to SLAS by the sponsor for all expenses related to the alteration of a booth/display.

18. Installation and removal
SLAS reserves the right to fix the time for the installation of a booth prior to the Show opening and for its removal after the conclusion of the Show. Any space not claimed and occupied by one (1) hours prior to the published Show opening time may be resold or reassigned without refund. Installation of all exhibits must be fully completed by the opening time of the exposition. Exhibits must be staffed during all Show hours and may not, to any extent, be dismantled before the Show closing. Any early dismantling or packing shall be considered a breach of this agreement and may affect future applications. SLAS however, reserves the right to make the final determination of all space assignments in the best interest of the exhibition.

19. Arrangement of exhibitors
Each exhibitor is provided Official Exhibitor Guidelines. The Exhibitor Guidelines describe the type and arrangement of exhibit space and the standard equipment provided by SLAS for booth construction. All booth space must be arranged and constructed in accordance with the guidelines, provisions and limitations contained in the Exhibitor Kit. If, in the sole opinion of SLAS, any exhibit fails to conform to the Exhibitor Kit guidelines, or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the exposition. Exhibits not conforming may be dismantled or modified, at cost to the exhibitor, at the sole judgment and discretion of SLAS.

20. Fire regulations
All fabric, carpet and plastic exhibit booth material must be fire retardant. Oil cloth, tarpaper, nylon, certain plastic or other materials that cannot be made flame retardant are prohibited. No open flames are permitted without a fire department permit. SLAS reserves the sole and exclusive right to alter the exhibit area layout as it deems necessary to comply with local and building fire regulations.

21. Liability
The organizers will provide security service during meeting hours. At night, the booth
areas will be locked. Neither SLAS, nor its sponsors, members, officers, representatives, agents or employees, will be responsible for any injury, theft, loss or damage that may occur to the exhibits. In the event that said premises are destroyed by fire, climatic elements or by any other cause, or by government intervention or regulation, military activity, strikes or any other circumstances which make it impossible for the SLAS 2020 European Sample Management Symposium to take place, the contract shall terminate, and the sponsor shall waive any claim for damages or compensation except the pro rata return of the amount paid for space, after deduction of actual expenses incurred in connection with the SLAS 2020 European Sample Management Symposium. Companies are required to make their own arrangements with respect to insurance and organization of their booth.

22. Major situation
For reasons beyond their control (such as war, strikes, lockouts, riots or any such civil disturbances, any acts of God, including but not limited to earthquakes, floods and droughts and any other cause or circumstance of whatsoever nature beyond its control that have an impact on the arrangements, timetables or planning of a scientific meeting), the SLAS 2020 European Sample Management Symposium, Berlin and/or its agents have the right to immediately alter or cancel the symposium or any of the arrangements, timetables, plans or other items relating directly or indirectly to the SLAS 2020 European Sample Management Symposium Berlin, Germany. The company and/or participants shall not be entitled to any compensation for damages that result from such alteration or cancellation. Furthermore, with the exception of any willful damage or gross negligence committed by the SLAS and/or its agents, neither the SLAS nor its agents shall at any time be liable for any direct or indirect damage suffered by the company and/or participants, including consequential and immaterial damage, caused by failure to comply with any provision of this document.

23. GDPR

1. In accordance with European data protection regulation, in particular Regulation (EU) No. 2016/679 on the protection of natural persons with regard to the processing of personal data, MCI Group, as data controller, processes the exhibitor/sponsor's personal data for the purposes of (i) managing and organising the event, in particular the management of exhibitor/sponsor's stand (ii) managing and organising prospecting and loyalty (iii) enabling the exhibitor/sponsor to benefit from our services (iv) enabling the exhibitor/sponsor to receive our news. These data processing have as legal basis the execution of the contract: the information we collect is necessary for the implementation of the contract to which the exhibitor/sponsor has adhered, failing which the contract cannot be executed. Exhibitor/sponsor's data are retained for the time necessary for processing purposes, namely 5 years from the end of the business relationship.

For processing purposes, the data of the exhibitor/sponsor's data - or transmitted by him - will be transmitted to the following recipients: management service providers of our Customer Relationship Manager, service providers in charge of management, event service providers (reception service providers, security, printing, etc.). The data necessary for MCI Group to fulfil the purposes described above are those appearing on this order form. In accordance with the regulations in force, the exhibitor/sponsor benefits from a right of access, rectification, limitation, deletion and portability on his data. The exhibitor/sponsor may also object to the processing of his personal data concerning him and lodge a complaint with the data protection and control authority. The exhibitor/sponsor may exercise his rights by sending a request to the following address:…..@mcigroup.com or by contacting our Data Protection Officer (DPO): anne.lesca@mcigroup.com

2. In any event, the exhibitor/sponsor acknowledges compliance with European data protection regulations for its own processing, including Regulation (EU) No. 2016/679 on the protection of personal data, foremost among which the integrity and confidentiality of data communicated by participants and compliance with their data-retention periods. In case of communication to MCI by the exhibitor/sponsor of a personal data file, the exhibitor/sponsor
acknowledges having informed and obtained the consent of the person(s) concerned by this communication.