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|  | Rue du Commerce 123 – 1000 Brussels, Belgium+32 (0) 2 469 06 70secretariat@citainsp.org**www.citainsp.org** |



**2019 CITA CONFERENCE**

**Seoul, Republic of Korea, 2 - 4 April 2019**

**- Promotional Exhibition Space Booking Form -**

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| **COMPANY NAME:**  |  |

Prior to making your booking, **please carefully read the “General Conditions”**

**General Conditions:**

1. All Members are eligible to a 20% reduction (excl. taxes).
2. CITA Corporate members are entitled to book a standard promotional exhibition space free of charge.
3. All fees are in € (EURO), **exclusive applicable taxes.**
4. Non-members, who are equipment manufacturers selling their products to organisations active in in-service vehicle inspections, cannot participate in this promotional exhibition program.
5. Standard exhibition spaces have a space allocation of 2 x 2 m. These stands are available at 10000 € per unit.
6. Additional space can be made available at 500 € per m2, subject to availability.
7. One table, two chairs and a domestic power plug will be available free of charge. All other material must be provided by the organisation booking the stand. All associated costs are the responsibility of the booking organisation.
8. The organisation booking the exhibition space is also responsible for setting up and dismantling the stand in accordance with instructions provided by the CITA Secretariat, conference hosting organisations and hotel. Detailed information will be made available in advance by the CITA Secretariat. All costs are to be met by the organisation booking the exhibition space.
9. Bookings are not automatically guaranteed but subject to final confirmation by the CITA Secretariat.
10. Only CITA Corporate members will be permitted to promote inspection equipment associated with compulsory inspection of in-service vehicles marketed by them or any other CITA Member. Other CITA Members will be allowed to show inspection equipment produced by CITA-Corporate Members subject to the CITA Secretariat receiving prior written authorization from the respective CITA Corporate Member. Inspection equipment produced by or marketed by non-CITA Members must not be exhibited on any stands or elsewhere in the Conference venue.
11. Places are limited and will therefore be allocated based on the date and time of your email with a scanned copy of a duly completed and signed “Promotional Exhibition Space Booking Form” is received by the CITA Secretariat. Confirmed places will be allocated based on area size, receipt date and time of your form for bookings received by the CITA Secretariat by 1st February, 2019 at the latest, later requests will be agreed case by case.

**Booking:**

* I have read and agree with the “**General Condition**” listed before
* Promotional Exhibition area of [dimensions]
* Promotional Exhibition area of ...........................................................

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| --- | --- |
| **COMPANY NAME** |  |
| **COMPANY ADDRESS** |  |
| **VAT N°** |  |
| **NAME CONTACT PERSON** |  |
| **TELEPHONE CONTACT PERSON** | **+**  |
| **EMAIL** |  |
| **URL** | WWW. |
| **DATE** |  |
| **SIGNATURE** |  |

**Please complete the appropriate boxes and return this form to the CITA Secretariat**

**E-mail:** **secretariat@citainsp.org****, after which the CITA Secretariat will confirm good receipt within one week.**