



Booking Form

Exhibition 18.09.23 – 21.09.23, Lisbon Congress Centre, Pavilion 2, Portugal

Company¹

Company Name
Postal Address
Country

Contact Person¹

All exhibition related correspondence will be sent to this contact person (usually by e-mail). Please make sure to receive any e-mail sent from the address: pv.exhibition@wip-munich.de

Company Name	
Contact Person (Name, Surname) Mr. / Ms.	Postal Address or Stamp
E-mail (of Contact Person)	
Phone	Country

Billing¹

For further information on Payment Terms and Conditions, please see the General Terms and Conditions on pages 7 & 8

Company Name	Purchase Order Number (if necessary)
Contact Person (Name, Surname) Mr. / Ms.	Postal Address or Stamp
E-mail (of Contact Person)	
Phone	
VAT-ID-No. (compulsory for EU members)	Country
Proof of profit-orientated company status (entrepreneurship, business license) Please send us an official proof of your company having the status of a profit-orientated organisation drawing the benefits for your company and based in a country outside the European Union (e.g. copy of commercial register or business registration certificate)	

¹ WIP has to be informed about changes concerning Contact Person, Billing, Exhibiting or Sponsoring Company.



Catalogue entry

(This data will be published on the website and in the app, please respect the correct spelling and the use of capital/small letters)

Company Name	
Address	
Country	
Phone	
E-mail	
Website	
LinkedIn	
Twitter	
Company Profile (max. 500 characters)	

Requirements:

Company logo: a vector graphic vector (.eps, .ai, or .pdf format) or a high resolution .jpg (300dpi) to be sent to pv.exhibition@wip-munich.de

Social Media Acknowledgement:

With this booking form you give permission to WIP and EU PVSEC to mention your company on social media channels for promotion of the Exhibition.



Sponsorship packages

Package	Price*
Platinum Package	25.000,00 €
Gold Package	12.500,00 €
Silver Package	10.000,00 €
Bronze Package	5.000,00 €

PACKAGES	PLATINUM	GOLD	SILVER	BRONZE
PRICE	25,000 €	12,500 €	10,000 €	5,000 €
HOME PAGE: Your Logo with hyperlink displayed on the EU PVSEC homepage	✓	✓	✓	✓
SPONSOR PAGE: Your Logo, hyperlink and description displayed on the EU PVSEC subpage "Sponsors"	✓	✓	✓	✓
NEWSLETTER LOGO*: Prominent display of your logo in every EU PVSEC newsletter	✓	✓	✓	✓
SOCIAL MEDIA MENTION: Acknowledgements on social media announcements related to the EU PVSEC	✓	✓	✓	✓
COMPANY PRESENTATION: Give a 10-minute business speech and pitch your services to potential customers within the Company Presentation session, taking place at the Exhibition Forum	✓	✓	✓	
CONFERENCE REGISTRATION: Full week Conference registration	5	3	1	
DISCOUNT*: On 5 additional registrations	25%	20%	15%	10%
EXHIBITION TICKETS: Distribute visitor tickets among your network and partners granting access to the Exhibition	30	20	10	5
NEWSLETTER FEATURE**: One announcement in the EU PVSEC newsletter presenting your company (text and logo)	✓	✓		
ROUNDTABLE SESSION SPEAKER: Show your expertise and discuss a specific industry topic (to be decided) with fellow experts in a roundtable discussion. Speaking slots are limited and will be assigned on a first come first serve basis	✓	✓		
BREAK VIDEO: Showcase your company with a promotional video that will be shown exclusively during a specific conference break. Break video slots are limited and will be assigned on a first come first serve basis	✓			
EXHIBITION SPACE: Surface space at the Exhibition	36sqm	18sqm	9sqm	
ROLLUPS/ENTRANCE: Install your Rollup(s) at a designated spot and promote your key messages	2	1		
ITEM: Combine your package with an item of your choice in your category from our additional sponsorship services.	A	B	C	

* All prices are net; additional VAT will be charged when applicable.

Please choose a sponsorship item according to your category.

Category A	Category B	Category C
Exhibition Forum	Welcome Reception	Break Video
Delegate Lanyard	Virtual Platform	Conference Notepad
Coffee Cup	Networking Lunch	Conference Folder
Conference Dinner	Networking Area	Conference Pen
Industry Summit Workshop	Stand Party	
Water Bottle	Coffee Breaks	
	Wifi Mention	
	Event App	



Additional Sponsorship options

Options	Price*	Options	Price*
Exhibition Forum	12.000,00 €	Coffee Breaks	5.000,00 €
Delegate Lanyard	12.000,00 €	Wifi Mention	5.000,00 €
Coffee Cup	12.000,00 €	Event App	5.000,00 €
Conference Dinner	12.000,00 €	Break Video	2.500,00 €
Industry Summit Workshop	12.000,00 €	Conference Notepad	2.500,00 €
Welcome Reception	5.000,00 €	Conference Folder	2.500,00 €
Virtual Platform	5.000,00 €	Conference Pen	2.500,00 €
Networking Lunch	5.000,00 €	Student Awards	5.000,00 €
Networking Area	5.000,00 €	Job Wall	2.500,00 €
Stand Party	5.000,00 €		

*** All prices are net; additional VAT will be charged when applicable.**

Exhibition Space

type of booth	Size	Price*
Surface Service Package	9 m ²	3.150,00 €
Surface Service Package	18 m ²	6.300,00 €
Surface Service Package	27 m ²	9.450,00 €
Surface Service Package	36 m ²	12.600,00 €

Please note:

- If your preferred measures are not realisable, there is no entitlement to a particular booth size.
- According to the Exhibitor's Booking Form, a down payment of 100 €/m²* will be charged.
- All stands are bookable upon request and availability.
- All stands will be allocated on a first-come, first-served basis.
- 70% of the stand's open side length must be easily accessible and open to public view.
- Always respect the technical regulations of Lisbon Congress Centre.

*** All prices are net; additional VAT will be charged when applicable.**



Co-Exhibitors

Every Exhibitor is allowed to host up to 2 partner companies in its stand. The fee of 800€,net for each co-exhibitor includes: listing on the website, listing in the app, two exhibitor passes. The fee will be charged to main exhibitor within the invoice.

Please add the following Co-Exhibitor in the booking

Company Name	
Country	
Phone	
E-mail	
Website	
LinkedIn	
Twitter	
Company Profile (max. 500 characters)	

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E-mail	
Website	
LinkedIn	
Twitter	
Company Profile (max. 500 characters)	



The following services for exhibitors are included in all booking packages:

- **Booking Space**
- **Stand Numbering**
- **2 Exhibitor passes for each 9 sqm**
- **Presentation in the Catalogue of Exhibitors**
 - Listing in the event app
- **Presentation for Exhibitors on the EU PVSEC website**
 - List of Exhibitors with information about the exhibitor's company:
 - Logo
 - link to the exhibitor's website
 - link to technical hall layouts and technical plans
 - layout plans incl. stand numbers
- **10% reduction on Conference tickets**
- **Lunch and coffee breaks are included for Exhibitors staff**
- **Provision of Visitor Tickets for the Exhibition (3 for every 9 sqm booked)**
- **Visitor Marketing**
 - The exhibitor receives:
 - Exhibitors' Manual available on website
 - download of official banners
 - download of official EU PVSEC logo
- **Forums**
 - access to the Welcome Reception
 - access to the Exhibition Forum

Stand building

Choose your own stand building company or arrange the building directly with Lisbon Congress Centre. The contact details will be provided after the booking form was submitted.

Please note: Stand building is not included in your booking.

Please note that we can only process completed and signed Booking Forms.

The General Terms and Conditions have to be accepted.

**I noticed and herewith accept the General Terms and Conditions.
The signed Booking Form constitutes a legally binding contract for the exhibitor.**

Place and Date

Name and Surname of the Contact
Person in Capital Letters

Signature

Please send this Booking Form to pv.exhibition@wip-munich.de



40th European Photovoltaic Solar Energy Conference and Exhibition – GENERAL TERMS AND CONDITIONS FOR THE EXHIBITION –

WIP Wirtschaft und Infrastruktur GmbH & Co Planungs-KG (WIP) is the organiser of the event and only WIP is empowered to accept or reject applications and to allocate stands.

The signed Booking Form constitutes a legally binding contract for the exhibitor. The technical regulations of the venue have to be respected.

Deadlines set by WIP and Lisbon Congress Centre must be met. WIP as well as Lisbon Congress Centre cannot guarantee to provide the offered service if forms or orders are handed in too late.

1. EVENT DATES & LOCATION

Event name: 40th European Photovoltaic Solar Energy Conference and Exhibition

Location: Congress Centre Lisbon, Lisbon, Portugal

Exhibition: 18 September – 21 September 2023

Conference: 18 September – 22 September 2023

2. STAND ALLOCATION

No stand proposals will be made without the Booking Form being received by WIP. The stands will be allocated solely by WIP on availability and confirmed in writing by WIP.

The position allocated is definite. WIP shall have the right to change the allocation of a stand in case of unforeseen and/or unavoidable circumstances beyond its control, changes of the size or type of stand, as well as for unforeseen technical reasons.

- The booked space de facto has to be used for the presentation of the company that is stated as "Company" in the Booking Form.
- Every Co-exhibitor who shares the space has to be announced as such in the Booking Form.
- Reselling of stand space or transferring the right to exhibit on the relevant stand to third party is strictly forbidden without prior written authorisation of WIP.
- All stands are bookable upon request and availability.
- The stand sides facing the visitors' aisles must be designed in a transparent and open form. 70% of the stand's open side length must be easily accessible and open to public view. Railings up to a height of 1m are not regarded as walls. If the exhibitor closes more than 30% of a stand side facing an aisle, the organiser reserves the right to reallocate the stand.

3. STAND STRUCTURE & DESIGN

The setting-up of stands (structure and design) must be pre-approved. The technical regulations of the venue have to be respected.

The setting-up of stands (structure and decoration) must be executed with materials that are not easily inflammable and which do not emit harmful gases under the effect of heat. Any installations or decorative elements that could affect another exhibitor in any way are prohibited.

- No part of the stand may exceed the given stand limits.
- Parts or exhibits exceeding the dimensions of the stand limits may be removed from the exhibition area by WIP or Lisbon Congress Centre at the expense of the exhibitor.
- Any part facing an adjacent stand that is over 2.50m in height shall be designed with neutral surfaces (white).

Noncompliance can implicate a renovation at the expense of the exhibitor.

- No Pop-Up Stands are allowed; all stands need to have fixed walls.

4. PAYMENT TERMS AND CONDITIONS

Payment has to be made by the due date indicated on the invoice. All invoices must be paid before the Exhibition starts. Only those exhibitors who have made payment due in time are allowed to build up their stand and exhibit.

1. A down payment of 100 €/m² will be charged after receipt of booking form.
2. A new down payment invoice will only be sent if the exhibitor expands the stand size by 40% or more.
3. The down payment invoicing is independent from the allocation process.
4. Any other changes in the kind of stand will be balanced with the final payment invoice. WIP will not send a new down payment invoice.
5. All discounts or surcharges will be balanced with the final payment invoice.
6. The final payment invoice will be sent from May 2023 onwards.
7. Any changes made after invoicing the final payment will be credited or debited with a separate credit note or invoice.
8. If the exhibitor's payment is not received in due time, WIP is entitled to give the booked space to third party.
9. Late payment will cause a surcharge of 10% payable latest with final payment invoice.
10. Bank charges are to be borne completely by the exhibitor.
11. Exhibitors reducing the size of their stand will be charged with 30 €/m² of reduced space after 26 June 2023.

4.1 PAYMENT BY INTERMEDIARIES (e.g. Agents)

The intermediary shall be responsible for the payment, irrespective of the client's payment to the intermediary.

4.2 CANCELLATION

Any cancellation must be made in written form.

After receipt of the Exhibitor's Booking Form a cancellation fee will be due:

- For cancellations before 26 June 2023 the down payment of 100€/m² has to be paid.
- For cancellations after 26 June 2023 the full amount has to be paid.
- Overpayments will be reimbursed.

5. EXHIBITORS' MANUAL

Detailed information about the event such as opening hours, technical regulations, hotel booking, etc. will be available for download as a compiled Exhibitors' Manual on the event's website: <https://eupvsec.org>

Extra services are at the expense of the exhibitor as are the costs for consumption and use. The exhibitor is responsible for passing the information of the Exhibitors' Manual to his stand constructor,



advertising agency and other sub-contractors involved in this event.

The exact set-up / dismantling times will be given in the Exhibitors' Manual. The exhibitor must follow these instructions.

6. EXHIBITION RULES

In case a neighbour stand is located aside from power supply, the exhibitor may have to grant access to power supply. The exhibitor undertakes to keep his stand open throughout the duration of the exhibition. He also undertakes not to remove any exhibits or dismantle his stand before the end of the exhibition. Furthermore, the exhibitor undertakes to take care of the waste disposal.

7. ADVERTISEMENT

Advertising on site is only allowed by the respective channels offered by WIP. Noisy publicity of any kind, in particular the use of loudspeakers, is prohibited. Publicity material may only be handed out at the exhibitor's stand.

8. EXHIBITOR INFORMATION ON THE WEBSITE OF THE EVENT

WIP may allow exhibitors to provide information for visitors and other participants on the website of the event, in particular in relation to exhibitor logos, exhibitor profiles, job offers and product information (summarised "exhibitor information"). The exhibitor is responsible for this information himself, applicable laws must be observed. The exhibitor shall ensure before publication that he is legally entitled to publish the information (that he possesses the rights to distribute and to make available to the public) and that the published information complies with applicable competition laws and does not infringe any third party rights. The access authorisation (username and password) granted by WIP is not transferable and must be protected according to the current state of technology against loss or theft, unauthorised access or unauthorised transfer. The exhibitor shall inform WIP immediately after discovering loss or theft, possible unauthorised access or transfer. As a principle, WIP is not obliged to review and control the exhibitor information before it is made available for access on the web. If the rights of a third party are infringed due to or in connection with the exhibitor information and if (a) WIP is informed of the infringement by the third party or (b) a third party lodge the appropriate claim against WIP, WIP shall inform the exhibitor immediately after receiving the notice or notification of the claim by the third party. The exhibitor shall revise the exhibitor information without delay so that it no longer infringes the rights of a third party or by other means make the exhibitor information compliant with applicable laws. In the interim, WIP is entitled to temporarily withdraw from publishing the exhibitor information in question and may change it without prior approval of the exhibitor.

9. CIVIL LIABILITY

Exhibitors guarantee conclusion of any insurance agreement by an insurance company covering civil liability, stand material and the goods exhibited, whether these goods or material are their own or a third party's property during the time of exhibition, incl. construction/dismantling of stands. In the event of an accident or damage, exhibitors relinquish all claims against:

- WIP Renewable Energies
- Lisbon Congress Centre
- the exhibitors at the exhibition, the exhibition visitors and the conference participants
- the participants of the event

The exhibitor is responsible for any damage to a third party, caused either by himself or by his employees or his material.

The exhibiting company and its representatives confirm that WIP in no way takes responsibility for loss, injury or damage to items or persons, whatever the cause may be, before, during, or after the event.

WIP is responsible under civil law in its capacity as organiser of the event. This liability shall in no case extend to the damage caused neither to participants of the event, nor to rented goods by third parties.

Lisbon Congress Centre is responsible under civil law in its capacity as owner of the premises and of fixed or temporary installations used for the exhibition, for any loss or damage resulting from intent or gross negligence on the part of Lisbon Congress Centre in performing its contractual obligations.

Exhibitors shall not be entitled to any compensation should political or economic circumstances or a case of 'force majeure' prevent the exhibition from being held or limit its size or modify its nature. Should it not be possible for the exhibition to start, the rental fees shall remain the property of the organiser up to a sum corresponding to the amounts for which the organiser is already committed. The organiser reserves the right to modify or complete at any time the provisions of the present regulations.

In any disputes that may arise concerning the execution or interpretation of the present General Regulations, both parties declare that they agree to the competence of the relevant tribunal in Munich, Germany.

10. Privacy Policy

We and our cooperation partners process and use personal data only to the extent necessary for the establishment, content organisation or change of the legal relationship (data inventory). These actions are taken on the basis of Art. 6 Sect. 1 lit. b GDPR, which permits the processing of data for the fulfilment of a contract or pre-contractual actions. We collect, process and use personal data only to the extent that this is necessary to make it possible for users to utilize the services and to bill for them.

For further information please visit [GDPR / Privacy Policy \(eupvsec.org\)](#)

Sole legal venue is Munich, Germany. Registration of a participant entails acceptance of these conditions.

General Terms and Conditions for the exhibition prepared in Munich, Germany, 23. November 2022.

40th European Photovoltaic Solar Energy Conference and Exhibition

– General Terms and Conditions for the Exhibition –