



# Booking Form

## Exhibiting Company<sup>1</sup>

Company Name
Postal Address or Stamp
Country

## Contact Person<sup>1</sup>

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](mailto:pv.exhibition@wip-munich.de)

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

## Billing<sup>1</sup>

For further information on Payment Terms and Conditions, please see the General Terms and Conditions on pages 67

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 <b>outside the European Union</b> (e.g. copy of commercial register or business registration certificate)	

<sup>1</sup> WIP has to be informed about changes concerning Contact Person, Exhibiting Company or Billing.



## Sponsorship packages

Package	Price*
Platinum Package	25.000,00 €
Gold Package	10.000,00 €
Silver Package	7.500,00 €
Bronze Package	3.500,00 €

PACKAGES	PLATINUM	GOLD	SILVER	BRONZE
PRICE	25,000 €	10,000 €	7,500 €	3,500 €
<b>Homepage:</b> Your Logo with hyperlink displayed on the WCPEC homepage	✓	✓	✓	✓
<b>Sponsors page:</b> Your Logo, hyperlink and description displayed on the WCPEC subpage "Sponsors"	✓	✓	✓	✓
<b>Newsletter Logo*:</b> Prominent display of your logo in every WCPEC newsletter	✓	✓	✓	✓
<b>Social Media Mention:</b> Prominent acknowledgements on social media announcements related to the WCPEC	✓	✓	✓	✓
<b>Company Presentation:</b> Give a 15-minute business speech and pitch your services to potential customers within the industry presentation session	✓	✓	✓	✓
<b>Conference registration:</b> Full week Conference registration	5	3	1	
<b>Discount*:</b> On 5 additional registrations	25%	20%	15%	10%
<b>Exhibition Tickets:</b> Distribute visitor tickets among your network and partners granting access to the Exhibition	30	20	10	5
<b>Newsletter Feature**:</b> Announcement in the WCPEC newsletter presenting your company (text and banner)	✓	✓	✓	
<b>Roundtable Session Speaker:</b> Show your expertise and discuss a specific industry topic with fellow experts in a roundtable discussion. Speaking slots are limited and will be assigned on a first come first serve basis	✓	✓		
<b>Industry parallel event:</b> Organise your own 1,5-hour event/workshop covering industry topics within your area of expertise	✓			
<b>Break Video:</b> 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	✓			
<b>Exhibition space:</b> Surface space at the Exhibition	36sqm	18sqm	9sqm	
<b>Rollups/Entrance:</b> Install your Rollups at a designated spot and promote your key messages	4	2		
<b>Item:</b> Combine your package with an item of your choice in your category from our additional sponsorship services.	A	B	C	

\*Cannot be combined with other discounts \*\*From the date of the contract until the publication of the conference proceedings

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



## Additional Sponsorship Options

Options	Price*
Exhibition Forum	10.000,00 €
Delegate Lanyard	10.000,00 €
Coffee Cup	10.000,00 €
Welcome Reception	5.000,00 €
Conference Lunch	5.000,00 €
Wifi Mention	5.000,00 €
Conference App	5.000,00 €
Aperitivo	5.000,00 €
Chill out / Networking Area	5.000,00 €
Break Video	2.500,00 €
Coffee Breaks	2.500,00 €
Conference Folder	2.500,00 €
Conference Pen	2.500,00 €
Conference Notepad	2.500,00 €

ITEMS	PRICE	CATEGORY	AMOUNT
<b>Exhibition Forum:</b> Your Banner displayed on the Exhibition Forum stage, daily announcement by name before every first session of the day in the Exhibition Forum	10,000 €	A	one
<b>Delegate Lanyard:</b> Your logo on the official WCPEC lanyard, that will be distributed with every conference badge	10,000 €	A	one
<b>Coffee Cup:</b> Your logo on reusable, eco-friendly coffee cups that will be distributed as gift to conference participants and exhibition visitors	10,000 €	A	one
<b>Welcome Reception:</b> Your logo displayed on the sponsor wall at the Welcome Reception (WR) on the first day of the conference. Possibility to distribute your promotion material/items during the WR and display two branded rollups.	5,000 €	B	multiple
<b>Conference Lunch:</b> Your logo displayed on the sponsor wall at the Conference Lunch. Possibility to distribute your promotion material/items during the WR and display two branded rollups.	5,000 €	B	multiple
<b>Wifi Mention:</b> Message "Wifi sponsored by..." visible to all users	5,000 €	B	one
<b>Conference App:</b> Daily pop-up "Daily highlights including event app sponsored by"	5,000 €	B	one
<b>Aperitivo:</b> Organise a small get together for 100 attendees, including food and drinks at your exhibition booth on a day of your choice from 17:00 - 18:30, Tue-Thu	5,000 €	B	multiple
<b>Chill out / Networking area:</b> Your logo displayed on banners / monitors throughout the Chill out/Networking Area	5,000 €	B	one
<b>Break Video:</b> 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	2,500 €	C	multiple
<b>Coffee Breaks:</b> Your brand / logo displayed at the Coffee Bar	2,500 €	C	multiple
<b>Conference Folder:</b> Your logo on the official conference folder that will be distributed as gift to conference participants	2,500 €	C	one
<b>Conference Pen:</b> Your logo on the pens that will be distributed as gift to conference participants	2,500 €	C	one
<b>Conference Notepad:</b> Your logo on the official conference notepad that will be distributed as gift to conference participants	2,500 €	C	one

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

### Description Additional items



## Exhibition Space

type of booth	Size	Price*
Surface Service Package	9 m <sup>2</sup>	2.700,00 €
Surface Service Package	18 m <sup>2</sup>	5.400,00 €
Surface Service Package	27 m <sup>2</sup>	8.100,00 €
Surface Service Package	36 m <sup>2</sup>	10.800,00 €

### 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 €/m<sup>2</sup>\* 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 Milano Convention Centre.

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

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

- **Booking Space**
- **Stand Numbering**
- **Provision of Exhibitor Passes**
- **Daily stand cleaning**
- **Presentation in the Conference Programme / Catalogue of Exhibitors**
  - listing in the event app
- **Presentation for Exhibitors on the WCPEC-8 website**

List of Exhibitors with information about the exhibitor's company:

  - contact details from each exhibitor incl. 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**
- **Visitor Marketing**

The exhibitor receives:

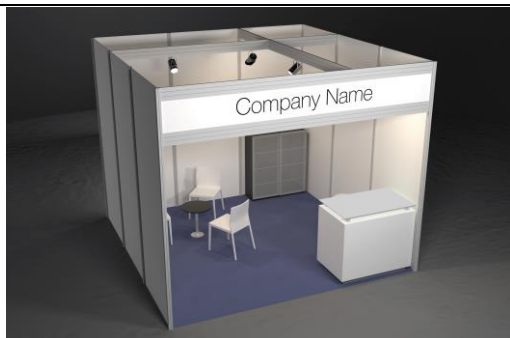


  - Exhibitors' Manual available on website
  - download of official banners
  - download of official EU PVSEC logo
- **Forums**
  - access to the Welcome Reception
  - access to the Exhibition Forum





## Stand building

Choose your own stand building company or arrange the building directly with MiCo Exhibition Services via [eupvsec2022@fieramilanocongressi.it](mailto:eupvsec2022@fieramilanocongressi.it) ! Please see a few examples below.

Schell Schemes includes	Stand design	Price for 9sqm*
<ul style="list-style-type: none"> <li>- Fasciboard with company name</li> <li>- Carpet (blue or grey)</li> <li>- Multiple socket 3 Kw</li> <li>- 4 spotlights</li> <li>- Desk "SPRING"</li> <li>- Stool "BOMBO" (white)</li> <li>- Small round table "BEVERLY"</li> <li>- 3 Chairs "STAR" (light grey)</li> <li>- Locker "FLY"</li> <li>- Coat Hanger "STEVE"</li> <li>- 1 Wastebasket</li> </ul>		522,00 €
<ul style="list-style-type: none"> <li>- Fasciboard with company name</li> <li>- Carpet (blue or grey)</li> <li>- Multiple socket 3 Kw</li> <li>- 4 spotlights</li> <li>- Desk "SPRING"</li> <li>- Stool "BOMBO" (white)</li> <li>- Small round table "MOJITO GLASS SMALL"</li> <li>- 2 Armchairs "LE" (white)</li> <li>- Coat Hanger "STEVE"</li> <li>- 1 Wastebasket</li> </ul>		810,00 €
<ul style="list-style-type: none"> <li>- Fasciboard with company name</li> <li>- Carpet (blue or grey)</li> <li>- Multiple socket 3 Kw</li> <li>- 4 spotlights</li> <li>- Desk "SPRING GLASS"</li> <li>- Stool "BOMBO" (white)</li> <li>- Table "BECHET"</li> <li>- 3 Chairs "STAR" (light grey)</li> <li>- Shelving "WHITE"</li> <li>- Storage with lockable door (1sqm)</li> <li>- Coat Hanger "STEVE"</li> <li>- 1 Wastebasket</li> </ul>		927,00 €

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

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](mailto:pv.exhibition@wip-munich.de)



## 8<sup>th</sup> World Conference on Photovoltaic Energy Conversion – 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 Milano Convention Centre must be met. WIP as well as Milano Convention Centre cannot guarantee to provide the offered service if forms or orders are handed in too late.

### 1. 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 "Exhibiting Company" in the Booking Form.
- Every Co-exhibitor who shares the space has to be announced as such in the Booking Form for Co-Exhibitors.
- 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.

### 2. 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 Milano Convention 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.

### 3. 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 €/m<sup>2</sup> 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 2022 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 €/m<sup>2</sup> of reduced space after 20 June 2022.

### 3.1 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 20 June 2022 the down payment of 100€/m<sup>2</sup> has to be paid.
- For cancellations after 20 June 2022 the full amount has to be paid.
- Overpayments will be reimbursed.

### 4. 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://www.wcpec-8.com>

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.

### 5. 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.



## 6. 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.

## 7. 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.

## 8. 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
- Milano Convention 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.

**Milano Convention 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 Milano Convention 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.

## 9. 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 \(wcpec-8.com\)](https://www.wcpec-8.com/gdpr-privacy-policy)

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, 07. December 2021.

8th World Conference on Photovoltaic Energy Convention  
– General Terms and Conditions for the Exhibition –