

## 6. Regulations

### GENERAL

DEFINITIONS — In the following regulations and conditions the term 'WAIC Partner or sponsor' describes any company or organisation that has made a successful application for the WAIC 2012 package, additional sponsorship items or advertising space. The term 'organizer' relates to the Local Organizing Committee De Werf ESV, c/o Jaarbeurslaan 25, B-3600 Genk, Belgium or by e-mail: lut.brenard@stebo.be

LEGAL CONDITION — The application for sponsorship packages/promotional opportunities/advertising space is legally binding on the sponsor pending its acceptance in writing by the organiser.

ORGANISERS RIGHT TO AMEND — In its sole discretion the organiser may amend or modify these regulations by posting notice of the amendment(s) or modification(s) on the conference website before the latter shall become effective.

ANY ASPECT THAT IS NOT COVERED BY THESE REGULATIONS IS SUBJECT TO APPROVAL BY THE ORGANISER.

EACH COMPANY IS RESPONSIBLE FOR COMMUNICATING THESE REGULATIONS TO ITS STAFF AND ITS APPOINTED AGENCIES

### SPONSORSHIP PACKAGES

APPLICATION FOR SPONSORSHIP PACKAGE — Confirmation of request for reservation of a sponsorship package is only valid when made in writing by the sponsor to the organiser, by returning a completed and signed Sponsorship Package Application Form (published in this brochure). Once the signed application for the sponsorship package has been accepted by the organiser, it becomes legally binding for the sponsor.

**Applications for a sponsorship package should be made by 15 March 2012.**

CONFIRMATION OF SPONSORSHIP PACKAGE — Sponsorship package assignments will be made in the order in which application forms are received (first-come, first-served). The organiser reserves the right to refuse any application that does not comply with the conditions appearing in these regulations. Upon receipt of the signed application form and acceptance of the company or organisation as sponsor, the sponsorship package will be confirmed by the organiser in writing.

TERMS OF PAYMENT — Upon reservation an invoice representing the total amount will be sent by De Werf ESV. Payment is due within 30 days following the date of the invoice.

CANCELLATION SPONSORSHIP PACKAGES — The sponsor/company canceling his application for a sponsorship package after the official application has been accepted by the Organising secretariat, will be liable to pay the following fees:

If the package cannot be reallocated to another company:

- 50% of the total rate, if the cancellation is received in writing before 31 March 2012;
- 100% of the total rate, if the cancellation is received in writing after 31 March 2012.

Any refunds will be made after the conference but not later than 31 July 2012. The sponsor will not be entitled to any interest that the organiser may have derived from payments made by the sponsor. All bank charges, including sender's and receiver's charges, resulting from a refund related to cancellation of sponsorship package will be at the charge of the sponsor.

### ADVERTISING SPACE

ADVERTISING SPACE — Confirmation of request for reservation of advertising space is only valid when made in writing by the company to the organiser, by returning a completed and signed Advertising order form. Once the signed order form for advertising space has been accepted by the organiser, it becomes legally binding for the company. The total advertising space is payable by the company upon booking and shall be paid within 30 days of the date of the invoice.

CANCELLATION OF ADVERTISING SPACE — after their official booking has been accepted by the conference secretariat.

If the advertising space can be resold to another company, the company will receive a full refund, less administrative fees of 10 % of the total advertising rate.

If not resold, the company will be liable to pay the following fees:

- 50% of the total rate, if the cancellation is received in writing before 31 March 2012;
- 100% of the total rate, if the cancellation is received in writing after 31 March 2012.

Any refunds will be made after the conference but not later than 31 July 2012. The company will not be entitled to any interest that the organiser may have derived from payments made by the company. All bank charges, including sender's and receiver's charges, resulting from a refund related to cancellation of sponsorship items will be at the charge of the company.

## **PROMOTIONAL OPPORTUNITIES**

**SPONSORSHIP ITEMS** — Confirmation of request for reservation of sponsorship items is only valid when made in writing by the company to De Werf , by returning a completed and signed Sponsorship booking form. Once the signed booking form for sponsorship items has been accepted by the organiser, it becomes legally binding for the company. The total sponsorship rate is payable by the company upon booking and shall be paid within 30 days of the date of the invoice.

**CANCELLATION OF SPONSORSHIP ITEMS** — after their official booking has been accepted by the conference secretariat.

If the sponsorship item can be resold to another company, the company will receive a full refund, less administrative fees of 10 % of the total sponsorship rate.

If not resold, the company will be liable to pay the following fees:

- 50% of the total rate, if the cancellation is received in writing before 31 March 2012;
- 100% of the total rate, if the cancellation is received in writing after 31 March 2012.

Any refunds will be made after the conference but not later than 31 July 2012. The company will not be entitled to any interest that the organiser may have derived from payments made by the company. All bank charges, including sender's and receiver's charges, resulting from a refund related to cancellation of sponsorship items will be at the charge of the company.