



Terms and Conditions

HOW TO CONFIRM YOUR SPONSORSHIP

Fill in the **Sponsorship OR the Exhibitor FORM** to confirm either your sponsorship or interest in becoming an exhibitor, respectively.

Email the sponsorship confirmation form to: goes@uninova.pt

There are two different types of logo required.

- vector graphic (.eps or .ai format) in 4 colors (4c) for print purposes.
- .jpg, .png OR .pdf image for digital use.

Sponsorship items will be reserved upon receipt of full payment.

PAYMENT - INVOICE - CANCELLATION POLICY

Prices do not include PORTUGUESE VAT (23%). Only PORTUGUESE Companies are VAT taxable therefore 23% VAT will be added on their final invoice.

The Sponsorship/Exhibitor Confirmation FORM properly executed by the applicant, shall constitute a valid and binding contract.

- 100% payment due upon receipt of the invoice.
- Invoice will be sent as soon as the sponsorship confirmation is received.
- IMPORTANT: let us know in advance if we are supposed to receive a Purchase Order or a Vendor Form to be filled, before issuing our invoice.
- **The sponsorship will be activated upon receipt of payment.**

Cancellation requests received prior to **April 1, 2025**, will be refunded, less € 500 processing fees, within **30 days** of the request.

Due to organizers' advance financial commitments, refunds requested after April 1, 2025, cannot be guaranteed.

Consideration of cancellation requests for refunds received after April 1, 2025, will be processed after the conference.

TERMS & CONDITIONS - EXHIBIT RULES

The AMICSA 2025 Organizing Committees retains the exclusive right to approve sponsorship applications and sponsored items (advertisements, bags, lanyards, etc...).

The AMICSA 2025 Organizing Secretariat will not be liable for damage or loss to a sponsor's or exhibitors' properties through fire, theft, accident, or any other cause while at the Conference venue whether the result of negligence or otherwise.

Sponsorship is not limited to financial support but can also take the form of provision of services, ads, publicity, etc. Should your organization be interested in a custom sponsorship package, please feel free to contact us to discuss your offer.

Exhibitors:

Any customization of your exhibiting space is subject to an additional fee.

All technical aspects of exhibiting will be sent 30 days prior to the Conference

It will include:

- Final exhibition details and information.
- Set up / dismantling.
- Shipping address and instructions.