# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL INFORMATION</td>
<td>3</td>
</tr>
<tr>
<td>WELCOME LETTER</td>
<td>4</td>
</tr>
<tr>
<td>ABOUT ISN</td>
<td>5</td>
</tr>
<tr>
<td>COMMITTEES</td>
<td>6</td>
</tr>
<tr>
<td>PROGRAM TEMPLATE</td>
<td>7</td>
</tr>
<tr>
<td>REGISTRATION STATICS OF PREVIOUS MEETING</td>
<td>8</td>
</tr>
<tr>
<td>EXHIBITORS AND SPONSORS FROM PREVIOUS MEETINGS</td>
<td>9</td>
</tr>
<tr>
<td>SPONSORSHIP PACKAGES</td>
<td>10</td>
</tr>
<tr>
<td>SPONSORSHIP OPPORTUNITIES</td>
<td>11</td>
</tr>
<tr>
<td>EXHIBITION FLOOR PLAN</td>
<td>15</td>
</tr>
<tr>
<td>EXHIBITION</td>
<td>16</td>
</tr>
<tr>
<td>SPONSORSHIP BOOKING FORM</td>
<td>18</td>
</tr>
<tr>
<td>EXHIBITION書ING FORMS</td>
<td>19</td>
</tr>
<tr>
<td>TERMS AND CONDITIONS</td>
<td>20</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

DATE
August 4-8, 2019

LOCATION
Montréal, Canada

PARTICIPANTS
1000-1250 approximately

VENUE
Palais des congrès de Montréal
1001 Jean Paul Riopelle Pl, Montreal, QC H2Z 1H5 Canada

REGISTRATION
Please refer to the ISN website for registration

ORGANIZING SECRETARIAT

Website: www.neurochemistry.org/biennial-meeting/isn-2019-biennialmeeting.html

SCIENTIFIC PROGRAM COORDINATOR
ISN Secretariat: Kenes International
Email: secretariat@neurochemistry.org

SPONSORSHIP & EXHIBITION SALES
Mr. Oguz YUKUN
Tel : +90 212 299 9984
Email : oyukun@kenes.com

GENERAL ENQUIRES
Ms. Merve Tufekçi
Tel : +90 212 299 9984
Fax : +90 212 299 9977
Email : mtufekci@kenes.com
WELCOME LETTER

On behalf of the International Society of Neurochemistry (ISN) and of the American Society of Neurochemistry (ASN) we cordially invite you to attend the ISN-ASN Meeting 2019 in Montreal, Canada from August 4-9, 2019. The ISN conference will be returning to Canada for the first time since the ISN Meeting held in Vancouver in 1983.

Montreal is a welcoming, bilingual and vibrant city founded in the 17th century that represents the multicultural and tolerant flavour of Canadian society. The Meeting will be held in the Palais des Congrès, an elegant modern conference centre next door to the charming cobblestone streets of Old Montreal. The region is full of opportunities to explore, walk, shop and dine in some of the finest restaurants in North America.

Canada has a well-developed Neurochemistry community, and with over 250 Neuroscientists Montreal is one of the centres for Canadian Neurochemistry. There are 4 major University hubs in Montreal and more than 39 Neuroscience-related companies in Quebec, collaborating to solve the most urgent problems in brain research. Montreal will help to make this an unforgettable ISN-ASN meeting and is an amazing venue to start the 50th anniversary celebrations of ASN.

ISN-ASN 2019 will provide a stimulating and engaging experience for both established researchers and our rapidly expanding young academic community. Our meeting will encompass the most important and emerging concepts in the field of modern molecular neuroscience. We have selected an outstanding and balanced scientific program with 6 exceptional plenary speakers, 29 symposia and workshop sessions as well as 4 special symposia that exclusively allow young ISN members the platform to showcase their work. In addition, substantial time is allocated within the program for the presentation and discussion of posters. Finally, our programme reflects our strong commitment to gender equality and supporting scientists with young families.

Please join us in Montreal at ISN-ASN 2019 Meeting and be part of an exciting Neurochemistry community. You will have the opportunity to meet colleagues and friends, learn and share experiences, and enjoy Canadian hospitality. As the locals say: Bonjour et Bienvenue à Montréal!

Warm regards,

Monica Carson
(ISN Interim President)

Vladimir Parpura
(ASN President)

Mike Cousin
(Program Chair)

Marco Prado
(Chair Local Host Committee)
ABOUT ISN

The International Society for Neurochemistry (ISN), founder and publisher of the Journal of Neurochemistry, has a proud history dating back to its establishment in 1965. ISN, the sole international society focused on neurochemistry, strives to promote all relevant aspects of molecular and cellular neuroscience.

ISN is a nonprofit membership organization of scientists and physicians who are active in the field of neurochemistry, cell and molecular neuroscience or related areas and works to the following mission:

- To facilitate the worldwide advancement of neurochemistry and related neuroscience disciplines
- To foster the education and development of neuroscientists, particularly of young and emerging investigators
- To disseminate information about neurochemistry and neurochemists’ activities throughout the world for further details about the ISN, you may refer to the website; www.neurochemistry.org
COMMITEES

Biennial Program Committee 2019
Mike Cousin (Program Chair), UK
Andrew J. Lawrence, (Program Com. Chair 2017), Australia
Kazuhiro Ikenaka, (ISN President, ex officio ISN, Japan
Ralf Dringen, (ISN Secretary, ex officio ISN), Germany
Flavia Gomes, (ISN Treasurer, ex officio ISN), Brazil
Marco Prado, Canada
Jorg Schulz(JNC EiC), Germany
Vladimir Parpura, (ASN President, ex officio), USA
Jean Harry (ASN Treasurer, ex officio), USA
Seema Tiwari-Woodruff (ASN Secretary, ex officio), USA
Eva-Maria Blumrich (ISN-YSSC Chair), UK
Brian MacVicar, Canada
Babette Fuss, USA
Doug Feinstein, USA
Daisy Shum, Hong Kong
Mi Ryoung Song, South Korea
Christian Gonzalez-Billault, Chile
Laura Morelli, Argentina
Nicolas Vitale, France
Amadi Ihunwo, South Africa

Canadian Host Committee
Marco Prado (CHAIR), Ontario
Weihong Song, British Colombia
Elena Posses de Chaves, Alberta
JoAnne McLaurin, Ontario
Steffany Bennet, Ontario
Shernaz Bamji, Ontario
Pedro Rosa-Neto, Ontario
Jean-Pierre Julien, Ontario
Christine Vande Velde, Ontario
Gerhard Multhaup, Ontario
Ted (Edward) Fon, Ontario
Jane Rylett, Ontario
<table>
<thead>
<tr>
<th>Time</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:00-10:00</td>
<td>1st ISN Council Meeting (8:00-15:00)</td>
<td>2nd ISN Council Meeting (9:00 - 13:00)</td>
<td>ISN Young Scientist Lectureship Award</td>
<td>ISN Young Scientist Lectureship Award</td>
<td>Coffee break at the Posters</td>
<td></td>
</tr>
<tr>
<td>10:00-10:30</td>
<td>isu Pre-Proceedings</td>
<td>Plenary 1 - LYNN RAYMOND</td>
<td>Coffee break at the Posters</td>
<td>Coffee break at the Posters</td>
<td>Coffee break at the Posters</td>
<td>Coffee break at the Posters</td>
</tr>
<tr>
<td>10:30-11:00</td>
<td>isu Pre-Proceedings</td>
<td>Plenary 1 - LYNN RAYMOND</td>
<td>Coffee break at the Posters</td>
<td>Coffee break at the Posters</td>
<td>Coffee break at the Posters</td>
<td>Coffee break at the Posters</td>
</tr>
<tr>
<td>11:00-11:30</td>
<td>isu Pre-Proceedings</td>
<td>Plenary 1 - LYNN RAYMOND</td>
<td>Coffee break at the Posters</td>
<td>Coffee break at the Posters</td>
<td>Coffee break at the Posters</td>
<td>Coffee break at the Posters</td>
</tr>
<tr>
<td>11:30-12:00</td>
<td>isu Pre-Proceedings</td>
<td>Plenary 1 - LYNN RAYMOND</td>
<td>Coffee break at the Posters</td>
<td>Coffee break at the Posters</td>
<td>Coffee break at the Posters</td>
<td>Coffee break at the Posters</td>
</tr>
<tr>
<td>12:00-12:30</td>
<td>isu Pre-Proceedings</td>
<td>Plenary 1 - LYNN RAYMOND</td>
<td>Coffee break at the Posters</td>
<td>Coffee break at the Posters</td>
<td>Coffee break at the Posters</td>
<td>Coffee break at the Posters</td>
</tr>
<tr>
<td>12:30-13:00</td>
<td>isu Pre-Proceedings</td>
<td>Plenary 1 - LYNN RAYMOND</td>
<td>Coffee break at the Posters</td>
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<td>Coffee break at the Posters</td>
</tr>
<tr>
<td>13:00-13:30</td>
<td>isu Pre-Proceedings</td>
<td>Plenary 1 - LYNN RAYMOND</td>
<td>Coffee break at the Posters</td>
<td>Coffee break at the Posters</td>
<td>Coffee break at the Posters</td>
<td>Coffee break at the Posters</td>
</tr>
<tr>
<td>13:30-14:00</td>
<td>isu Pre-Proceedings</td>
<td>Plenary 1 - LYNN RAYMOND</td>
<td>Coffee break at the Posters</td>
<td>Coffee break at the Posters</td>
<td>Coffee break at the Posters</td>
<td>Coffee break at the Posters</td>
</tr>
<tr>
<td>14:00-14:30</td>
<td>isu Pre-Proceedings</td>
<td>Plenary 1 - LYNN RAYMOND</td>
<td>Coffee break at the Posters</td>
<td>Coffee break at the Posters</td>
<td>Coffee break at the Posters</td>
<td>Coffee break at the Posters</td>
</tr>
<tr>
<td>14:30-15:00</td>
<td>isu Pre-Proceedings</td>
<td>Plenary 1 - LYNN RAYMOND</td>
<td>Coffee break at the Posters</td>
<td>Coffee break at the Posters</td>
<td>Coffee break at the Posters</td>
<td>Coffee break at the Posters</td>
</tr>
</tbody>
</table>

Please follow [link](#) for the scientific program.
REGISTRATION STATIC OF THE PREVIOUS MEETING

ISN-ESN 2017 meeting was held in Paris between August 19 & 24, 2017 with 900 attendees from 45 different countries. Below graphic shows the distribution of the attendees by their countries.
EXHIBITORS AND SPONSORS FROM PREVIOUS MEETING

Avanti Polar Lipids, Inc.

amsbio

ELSEVIER

IOS Press

maxwell BIOSYSTEMS

wisespress.com

tocris
SPONSORSHIP PACKAGES

<table>
<thead>
<tr>
<th>SPONSORSHIP PACKAGE (Limited to 1 Company)</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOLD SPONSORSHIP PACKAGE</td>
<td>15,000- USD</td>
</tr>
</tbody>
</table>

**Exhibition Space**
- Allocation of 12 sqm exhibition shell scheme (additional space can be purchased at a reduced cost),
- Back cover advertisement of the Sponsor in the Mini Program,
- Sponsorship logo at one of the sessions in the scientific program (To be confirmed by the committee)

**Advertisement**
- Inclusion of two (2) promotional materials in the participants’ bags (insert to be provided by Sponsor),
- Opportunity to place three (3) roll ups of the Sponsor within the Meeting Venue

**Registration**
- Six (6) free exhibitor badges

**Acknowledgement**
- Sponsor will be acknowledged on the Sponsors Board on-site and in the meeting material

<table>
<thead>
<tr>
<th>SPONSORSHIP PACKAGE (Limited to 2 Companies)</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>SILVER SPONSORSHIP PACKAGE</td>
<td>10,000- USD</td>
</tr>
</tbody>
</table>

**Exhibition Space**
- Allocation of 8 sqm exhibition shell scheme (additional space can be purchased at a reduced cost),
- Inside page advertisement of the Sponsor in the Mini Program,

**Advertisement**
- Inclusion of one (1) promotional material in the participants’ bags (insert to be provided by Sponsor),
- Opportunity to place two (2) roll ups of the Sponsor within the Meeting Venue

**Registration**
- Four (4) free exhibitor badges

**Acknowledgement**
- Sponsor will be acknowledged on the Sponsors Board on-site and in the meeting material

<table>
<thead>
<tr>
<th>SPONSORSHIP PACKAGE (Limited to 2 Companies)</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRONZE SPONSORSHIP PACKAGE</td>
<td>7,500- USD</td>
</tr>
</tbody>
</table>

**Exhibition Space**
- Allocation of 6 sqm exhibition including shell scheme.

**Advertisement**
- Inclusion of one (1) promotional material in the participants’ bags (insert to be provided by Sponsor),
- Opportunity to place one (1) roll up of the Sponsor within the Meeting Venue

**Registration**
- Three (3) free exhibitor badges

**Acknowledgement**
- Sponsor will be acknowledged on the Sponsors’ Board on-site and in the Meeting material
- Inside page advertisement of the Sponsor in the Mini Program
SPONSORSHIP OPPORTUNITIES

**Comparsion Chart**

<table>
<thead>
<tr>
<th>Limited to</th>
<th>GOLD SPONSOR</th>
<th>SILVER SPONSOR</th>
<th>BRONZE SPONSOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibition Space</td>
<td>1 Company</td>
<td>2 Companies</td>
<td>2 Companies</td>
</tr>
<tr>
<td>Promotional Materials in Participants Bags</td>
<td>sqm</td>
<td>sqm</td>
<td>sqm</td>
</tr>
<tr>
<td>Advertisement in Mini Program</td>
<td>Back Cover</td>
<td>Inside Page</td>
<td>Inside Page</td>
</tr>
<tr>
<td>Roll Up in Exhibition</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Free Exhibitor Badges</td>
<td>5</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Sponsorship Logo at one of the Sessions</td>
<td>✓</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Sponsorship Fee</td>
<td>15.000-USD</td>
<td>10.000-USD</td>
<td>7.500-USD</td>
</tr>
</tbody>
</table>

**Symposium Sponsorship (an existing session in the program)**  
3.500 USD

Sponsorship of a symposium already exists in the scientific program of the meeting.
- Sponsor's logo to be placed on the Meeting website with hyperlink of Sponsor's company product website.
- Support will be acknowledged in the Sponsorship and Exhibition section of the program, on the event website, with signage during the event, and also in the final program.
- A 100-words company profile to be placed on the meeting website, and to be published in the Final Program.

**Luncheon Symposium Sponsorship (a designated session in the program)**

- Company sponsored luncheon symposium up to 45 minutes. Program subject to the approval of the Meeting Scientific Committee
- Permission to use the phrase: “Official Luncheon Symposium of the ISN-ASN 2019 Meeting”
- Announcement of the Luncheon Symposium to the Meeting participants with an electronic newsletter
- Sponsor's banners to be placed within the session hall
- Inclusion of the sponsor's symposium invitation cards&programs in the Meeting bags (the invitation cards' programs to be provided by the Sponsor)
- Luncheon symposium program and symposium speakers' abstracts to be included in the Final Program.
- Sponsor's logo to be placed on the Meeting website with hyperlink of Sponsor company’s website.
- Support will be acknowledged in the Sponsorship and Exhibition section of the program, on the event website, with signage during the event, and also in the final program.
- A 100-words company profile to be placed on the meeting website, and to be published in the Final Program.

**Internet Connection**  
4.000- USD

Wireless Network Provision: Delegates wishing to access the internet via their own laptop/smartphone may do so by using the Meeting Wi-Fi network name and password will be created with the company/product name.
- Sponsorship will be acknowledged in the sponsorship and exhibition section of the program, on the event website, with signage during the event, and also in the final program.
- A 100-words company profile to be published in the Final Program.
## SPONSORSHIP OPPORTUNITIES

### Coffee Break (per break)  2,500- USD

Coffee will be served during breaks in the venue. Hospitality provided will be in compliance with all relevant industry codes.

- Opportunity to have a display of company’s logo at the catering point located within the exhibit area during the coffee break.
- Opportunity to provide items bearing company logo for use during the supported break (Items need to be approved by the Secretariat prior to the meeting)
- Sponsorship will be acknowledged in the sponsorship and exhibition section of the program, on the event website, with signage during the event, and also in the final program.
- A 100-words company profile to be published in the Final Program.

### Welcome Reception Limited to 1 Company  5,000- USD

Sponsor will have the opportunity to promote itself through a networking reception to which all registered attendees are invited.

- Sponsor's logo on sign at the “Welcome Reception Area.”
- Opportunity to provide items bearing company logo for use during the supported break (Items need to be approved by the Secretariat prior to the meeting)
- Sponsorship will be acknowledged in the sponsorship and exhibition section of the program, on the event website, with signage during the event, and also in the final program.
- A 100-words company profile to be published in the Final Program.

### Farewell Celebration  7,500- USD

Sponsor will have the opportunity to promote through the Farewell Celebration on August 8, 2019

- Company banners to be placed at the Farewell Celebration area (Material should be provided by the Sponsor)
- Logo to be placed in meeting publications with the phrase “Farewell Celebration Sponsored by”
- Sponsorship will be acknowledged in the Sponsorship and Exhibition section of the program, on the event website, with signage during the event, and also in the final program.
- 5 complimentary invitations to the Farewell Celebration for non-registered invitees of the sponsor company
- Sponsorship will be acknowledged in the sponsorship and exhibition section of the program, on the event website, with signage during the event, and also in the final program.
- A 100-words company profile to be published in the Final Program.

### Speakers' Ready Room  2,000,- USD

Facilities will be available at the venue for speakers and abstract presenters to check their presentations.

- The sponsor company’s name and/or company logo will appear on all signs for this room
- Opportunity to display logo on a roll up in the speaker’s ready room.
- Sponsorship will be acknowledged in the sponsorship and exhibition section of the program, on the event website, with signage during the event, and also in the final program.
- A 100-words company profile to be published in the Final Program.
**SPONSORSHIP OPPORTUNITIES**

<table>
<thead>
<tr>
<th>Sponsorship</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lanyards</td>
<td>3.000,- USD</td>
</tr>
<tr>
<td>Notepads &amp; Pens</td>
<td>3.000,- USD</td>
</tr>
<tr>
<td>Meeting Bags</td>
<td>5.000,- USD</td>
</tr>
<tr>
<td>Poster Boards</td>
<td>3.000,- USD</td>
</tr>
</tbody>
</table>

**Lanyards**
Sponsorship of the meeting lanyards includes the production of these materials which will be handled by the Organizing Secretariat (limited to 1 company).
- Sponsor company's name and/or logo to be printed on the lanyards that will be distributed to the delegates and exhibitors together with the meeting name and logo.
- The design of the lanyard is subject to the approval of Organizing Committee
- Sponsorship will be acknowledged in the sponsorship and exhibition section of the program, on the event website, with signage during the event, and also in the final program.
- A 100-words company profile to be published in the Final Program.

* This sponsorship option is subject to availability as the Gold Sponsorship has the priority

**Notepads & Pens**
Sponsorship of the meeting pens and notepads includes the production of these materials which will be handled by the Organizing Secretariat (limited to 1 company).
- Sponsor company's name and/or logo to be printed on the notepads and pens that will be distributed in the meeting bags together with the meeting name and logo.
- The design of the pens and notepads is subject to the approval of Organizing Committee
- Company logo to be placed on the meeting website with hyperlink of company website
- Sponsorship will be acknowledged in the sponsorship and exhibition section of the program, on the event website, with signage during the event, and also in the final program.
- A 100-words company profile to be published in the Final Program.

**Meeting Bags**
- Sponsor company's logo to be printed on the meeting bags together with the meeting name and logo.
- Meeting bags will be selected and approved by the Organizing Committee, and the production will be handled by the Organizing Secretariat
- Sponsorship will be acknowledged in the sponsorship and exhibition section of the program, on the event website, with signage during the event, and also in the final program.
- A 100-words company profile to be published in the Final Program.

**Poster Boards**
Sponsorship of the poster boards to be used for the display of the accepted posters of the meeting participants. (limited to 2 companies)
- Sponsor company's logo to be printed together with the poster board numbers with the phrase of sponsored by
- Sponsorship will be acknowledged in the sponsorship and exhibition section of the program, on the event website, with signage during the event, and also in the final program.
- A 100-words company profile to be published in the Final Program.
### SPONSORSHIP OPPORTUNITIES

**Mini Program**

<table>
<thead>
<tr>
<th>Mini Program</th>
<th>3.000,- USD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mini (pocket) program</strong> will be distributed to all participants together with their name badges. Advertisement of the sponsor company to be published on the front inside cover of the mini program.</td>
<td></td>
</tr>
<tr>
<td><strong>Sponsorship will be acknowledged in the sponsorship and exhibition section of the program, on the event website, with signage during the event, and also in the final program.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>A 100-words company profile to be published in the Final Program.</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Bag Insert 1.000,- USD**

Inclusion of one-page promotional material in the participants’ meeting bags. Material should be provided by the Sponsor and approved by the Secretariat. Sponsors’ product information will be available for all meeting participants. The distribution arrangement will be advised.

**Meeting Mobile Application Limited to 1 Company (on demand)**

The Meeting App engages attendees with personalized planning tools and real-time event updates. The App transforms smartphones, tablets and laptops into a tool for active meeting participation, making it easy for participants to access meeting information they need and to connect with speakers and colleagues. The App includes the scientific program, abstracts, speaker info, participant lists, rating/voting system for sessions/speakers and a personalized scheduler and is easily downloadable from the App Store and Google Play.

Meeting App sponsorship includes:

- Sponsor acknowledgement on the splash, pop-up screen of the app: Sponsored by Powered by: company name logo. (product logo not permitted)
- Signage on site with App QR code and Sponsored by Powered by: company name, logo, product logo not permitted.
- 2 push notifications are included in the sponsorship benefits
- Priority listing in the list of meeting exhibitors
- Sponsorship will be acknowledged in the sponsorship and exhibition section of the program, on the event website, with signage during the event, and also in the final program.
- A 100-words company profile to be published in the Final Program.

Please note that it is the Exhibitor’s / Sponsor’s responsibility to comply with the local authority’s regulations, and IFPMA (International Federation of Pharmaceutical Manufacturers & Associations) Code of Practice on the Promotion of Medicines.
EXHIBITION

The commercial/technical Exhibition will be held in the Palais des congrès de Montréal. All spaces will then be allocated based on the reservations received, on a “first come, first served” basis.

**BOOTH RENTAL (INCLUDING SHELL SCHEME) (Minimum of 6 sqm)**

The price for space is only 600 USD per square meter. This includes:

**Shell Scheme:**
- ± 15 Rigid wall 2m (deep) x 3m (wide) Booth
- 2.5m High back wall 2.5m High side walls
- 1-2m Skirted table ,
- 2-Side chairs, grey
- 1-Fascia, identification name sign, white background, black block letters –NO LOGO
- Two exhibitor badges
- Participation will be acknowledged in the sponsorship and exhibition section of the program, on the event website, with signage during the event and also in the final program.
- A 100-words company profile to be published in the Final Program.
- 2 Exhibitor Badges

- 2 Exhibitor Badges includes:
  - 1) Invitation to the Welcome Reception for registered exhibitors.
  - 2) Daily coffee breaks and lunch boxes in exhibition area.

* All these services and others will be available to order in the Exhibitors’ Technical Manual.

** All presentations held at the exhibition booths must be done with headphones only – speakers prohibited

**ALLOCATION OF EXHIBITION SPACE**

Space allocation will be made on a “first come, first served” basis. A completed Exhibition Booking Form should be sent to ensure reservation of a desired location. Upon receipt of the Exhibition Booking Form space will be confirmed and an invoice will be sent. Please note that three alternative choices should be clearly indicated on the application form. Space allocations will be made in the order in which application forms with payment are received.
EXHIBITION

EXHIBITOR REGISTRATION
All exhibitors are required to be registered and will receive a badge displaying the exhibitors name. Two exhibitor badges will be given for each 6 sqm booked and one additional for each 6 sqm after. Any additional exhibitors will be charged an exhibitor registration fee of 300 USD.
Extra badge includes:
- Invitation to Welcome Reception
- Daily coffee breaks and lunch boxes in exhibition area
Exhibitor registrations allow access to the exhibition area only and shall be used solely by company staff only.
An exhibitor registration form will be included in the Exhibitor’s Technical Manual.

EXHIBITORS’ TECHNICAL MANUAL
An Exhibitors’ Technical Manual outlining all technical aspects of exhibiting will be circulated 3 months prior to the Meeting.
It will include the following:
• Technical details about the Venue
• Final exhibition details and information
• Contractor details
• Services available to exhibitors and order forms

EXHIBITION TERMS & CONDITIONS
The Terms and Conditions of exhibiting are included in this booklet as the second page of the exhibition booking form. Please note that signing of the EXHIBITION BOOKING FORM indicates acceptance of these Terms and Conditions. The Exhibition Booking Form will be held as a valid liable contract, by which both parties will be bound.

Further details will be included in the Exhibition Technical Manual.

ADDITIONAL INFORMATION
Applications for Sponsorship and/or Exhibition must be made in writing with the enclosed booking enquiry form.
Please indicate all required information and send to:
Mr. Oguz YUKUN (oyukun@kenes.com), Kenes M+
Phone: +90 212 299 9984
Fax: +90 212 299 9977

Company Name .................................................................
Company Name (as it will appear in Congress publications)
Contact Person .................................................................
Position & Department .....................................................
Address ...........................................................................
Postal/Zip Code .................................................................
City/Country .......................................................................
Phone ..............................................................................
Fax ...................................................................................
E-mail ..............................................................@ ............

Please select the sponsorship item(s) you are interested in:
☐ Gold Sponsorship
☐ Silver Sponsorship
☐ Bronze Sponsorship
☐ Symposium Sponsorship
☐ Luncheon Sponsorship
☐ Wi-Fi Sponsorship (Internet)
☐ Coffee Break (per break)
☐ Welcome Reception (Limited to 1 Company)
☐ Farewell Celebration
☐ Speakers’ Ready Room
☐ Lanyards
☐ Notepads & Pens
☐ Meeting Bags
☐ Poster Boards
☐ Mini Program
☐ Bag Insert
☐ Meeting Mobile Application

PAYMENT & CANCELLATION POLICY
- 50% payment is required upon the confirmation of the stand space.
- 50% payment is required until April 4, 2019
- All payments should be finalized before the event dates.
- The invoices will be issued after the event.

GENERAL TERMS & CONDITIONS
We hereby accept and confirm the Contract Terms & Conditions (listed in the 2nd page of this form) and agree to abide by the Guidelines for Industry Participation for the meeting.

CANCELLATION POLICY
Any request for cancellation of your sponsorship must be made in writing to the Organizing Secretariat, Mr. Oguz Yukun oyukun@kenes.com
- For cancellations before April 4, 2019 full payment less the bank charges will be refunded.
- For cancellations between April 4 and 15 June, 2019; 50% of the exhibition payment will be charged as penalty he bank charges will be refunded.
- For cancellations on or after 15 June 2019; full exhibition amount will be charged and no refunds will be made.
- The refunds will be made within 15 days after the event dates

PAYMENT METHODS
☐ Bank Transfer
☐ Credit Card
☐ Visa Eurocard
☐ Mastercard
☐ American Express
Credit Card No :
__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__()_______

For the payment with American Express Card (AMEX), please add 3% of the total sum to your payment for banking fees!

Date:

Signature & Company Stamp:
# EXHIBITION BOOKING FORM

Please indicate all required information and send to:
Mr. Oguz YUKUN (oyukun@kenes.com), Kenes M+
Phone: +90 212 299 9984
Fax: +90 212 299 9977

Company Name ..........................................................
...........................................................................................................
Company Name (as it will appear in Congress publications)
...........................................................................................................
Contact Person .................................................................
Position & Department .......................................................
...........................................................................................................
Address ......................................................................................
...........................................................................................................
Postal/Zip Code ...........................................................................
City/Country...............................................................................
Phone ............................................................................................
Fax ........................................................................................................
E-mail .................................................................@ ............................................

<table>
<thead>
<tr>
<th>Booth Price</th>
<th>Standard booth with shell scheme (6 sqm)</th>
<th>3.600,00 USD</th>
</tr>
</thead>
</table>

Each 6 sqm booth includes two (2) exhibitor badges. The exhibitor badges include:
- Daily coffee breaks and lunch boxes in exhibition area
- Invitation to Welcome Reception.
- Additional exhibitor badges will be subject to an additional cost of 300,00 USD per badge.

Maximum approved stand height is 2,5m.

Please indicate the products/services that you will display at your stand during the exhibition:

1. ...........................................................................................................
2. ...........................................................................................................
3. ...........................................................................................................

<table>
<thead>
<tr>
<th>CHOICE</th>
<th>STAND NO</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST</td>
<td>USD</td>
<td></td>
</tr>
<tr>
<td>SECOND</td>
<td>USD</td>
<td></td>
</tr>
<tr>
<td>THIRD</td>
<td>USD</td>
<td></td>
</tr>
</tbody>
</table>

**STAND ALLOCATION**

Space Allocation will be made on a “first come, first served” basis, in the order in which the application forms AND payment are BOTH received.

**PAYMENT & CANCELLATION POLICY**

- 50% payment is required upon the confirmation of the stand space.
- 50% payment is required until April 4, 2019.
- All payments should be finalized before the event dates.
- The invoices will be issued after the event.

**GENERAL TERMS & CONDITIONS**

We hereby accept and confirm the Contract Terms & Conditions (listed in the 2nd page of this form) and agree to abide by the Guidelines for Industry Participation for the Congress.

**CANCELLATION POLICY**

Any request for cancellation of your sponsorship must be made in writing to the Organizing Secretariat, Mr. Oguz Yukun (oyukun@kenes.com)
- For cancellations before April 4, 2019 full payment less the bank charges will be refunded.
- For cancellations between April 4 and 15 June, 2019; 50% of the exhibition payment will be charged as penalty he bank charges will be refunded.
- For cancellations on or after 15 June 2019; full exhibition amount will be charged and no refunds will be made.
- The refunds will be made within 15 days after the event dates

**PAYMENT METHODS**

☐ Bank Transfer

ACCOUNT NAME : Kenes Uluslararası Kongre Turizmi ve Tic. Ltd. Şti.
BANK NAME : TÜRKİYE GARANTI BANKASI A.Ş.
BRANCH : Topkapı Ticari/1670
SWIFT CODE : TGBATRIS XXX
IBAN (BIC) USD : TR83 0006 2001 6700 0009 0834 63
ADRESS OF THE BANK: Maltepe Mahallesi Davutpaşa Caddesi
No: 141 Zeytinburnu 34020 ISTANBUL/TURKEY

☐ Credit Card

☐ Visa Eurocard ☐ Mastercard ☐ AMEX

Credit Card No : 
__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__
Expiry Date __/__/ Month __/__/ Year
CVC2 Code __/__/__/__/

**TOTAL AMOUNT (USD)**

For the payment with American Express Card (AMEX), please add 3% of the total sum to your payment for banking fees!

Date:

Signature & Company Stamp:
Clause 1: Participant (Exhibitor or Sponsor Company) is required to send the signed application form and make the related payment to KENES GROUP (Organizing Secretariat) in order to be an exhibitor or sponsor in the mentioned organization. Following this process, KENES GROUP will send an official document to the participant company that is confirming the sponsorship or stand rental.

Clause 2: The application form will be signed by the Participant and KENES GROUP. The validity of the application form depends on the agreement between all parties on all conditions required in this document.

Clause 3: Participant's liability starts with the signing of the application form. By declining to attend the exhibition, Participant will not be released of their liabilities.

Clause 4: KENES GROUP will prepare the exhibition area as the stand areas have been marked, any additional requirements have been provided. The stand area to be rented to the Participant, will be signed on the exhibition floorplan, the stand number, size and payment conditions will be indicated in the application form. In the case Participant requires a shell scheme package (with an additional cost), the company name will be written by KENES GROUP with a type size that can be read easily by the participants.

Clause 5: Participant is obliged to get the approval of KENES GROUP for the design of their special stand project. KENES GROUP is authorized to check the project in detail and make necessary arrangements in order to provide the convenience of the project.

Clause 6: KENES GROUP has the right to re-arrange the exhibition floorplan and change the stand places upon request of an exhibitor or due to any eligible reason. The maximum stand height will be announce in the exhibition technical manual.

Clause 7: The exhibition/sponsorship fees are calculated:

I. Stand space indicated on the exhibition and sponsorship booking form.

II. Sponsorship benefits mentioned under the related sponsorship title listed in this prospectus.

III. Providing the information office services

IV. Providing the general security and cleaning services of the exhibition area (participants are obliged to clean their stands)

V. Participants are responsible from the safety and insurance of their products within their stand areas.

Clause 8: The services which are not included in the exhibition/sponsorship fee and can be provided additionally due to Participant's additional order and payment are listed as below:

I. Additional exhibitor badge(s)

II. Phone and/or internet lines

III. Catering services

IV. Additional stand equipment including furniture, AV equipment, floral decoration, etc.

Clause 9: Participant has the interior design of the stand done on their own budget. Participant is liable to have a competent staff work at their stand who can give technical and commercial information to the participants within the exhibition opening hours.

Clause 10: Exhibition area will be open on 20-24 August 2017.

Clause 11: Exhibition set-up hours has been mentioned between in the exhibition information section (page .../ of this document. Participants are only be allowed to proceed the set-up of their stand only for decoration work in that timeframe. On the closing day of the exhibition all the stands should be dismantled and cleared out between the hours indicated in the exhibition information section of this document. KENES GROUP has the right to throw out the materials which are not taken out from the stand area within this dismantling time without any prior warning. Any damages and expenses occurred has to be covered by the Participant.

Clause 12: Exhibition organized by KENES GROUP might completely or partly becomes impossible to be operated due to force majeure (circumstances that are not under the control of KENES GROUP, such as interventions of government or any other official authorities, war, strike, riot, coup d'etat, quarantine, epidemic diseases, civil turmoil, natural disasters etc.). In the case of occurrence of any of the above mentioned reasons, KENES GROUP does not admit any liability.

Clause 13: Participant that signs the acceptance form is obliged to correspond to the exhibition terms and conditions, as well as the exhibition timetable.

Clause 14: CANCELLATION POLICY: All cancellation requirements have to be sent to KENES GROUP in writing. For cancellations before April 4, 2019 full payment less the bank charges will be refunded within 15 days after the exhibition dates. For cancellations between April 4 and 15 June, 2019; 50% of the exhibition payment will be charged as penalty he bank charges will be refunded. The refunds will be made within 15 days after the event dates. For cancellations on or after 15 June 2019; full exhibition amount will be charged and no refunds will be made.

Clause 15: Any activities within the stand area such as distributing promotional materials, organizing a special activity for the participants, serving food & beverage, using any audio visual system, etc. should not disturb the exhibition in general, as well as the participants of the congress and exhibition.

Clause 16: Participants are not allowed to make any promotion for their companies and/or products out of their rented stand area, or anywhere place which have not been indicated in the sponsorship benefits listed under the related sponsorship title.

Clause 17: In the case the Participant causes any material damage in the event venue they are obliged to make restitution for the related damage.

Clause 18: In the case the Participant exceeds their stand area size, they should dismantle their stand and set-up again with the correct size.

Clause 19: The regulations of the event venue will apply for food & beverage services in the stand area. Therefore, Participant is required to inform KENES GROUP prior to the organization dates regarding the food & beverage services planned within the scope of their participation.

Clause 20: ACCELERATION – INTEREST CONDITION; The payment plan is as it is indicated in the application form, and in the case of any delays in any of the payments due to any reasons, the full amount of the deferred payment will become due and has to be paid immediately.

For the collection of the due amount, a default interest of 6%10 will be applied per month between the default date and the payment date.

Clause 21: INTEGRITY OF THE AGREEMENT; this agreement includes all agreed correspondence between both parties and takes the place of all prior written or verbal correspondences. Any changes on this agreement has to be done in writing and signed by the authorized representatives of both parties.

Clause 22: DIVISIBILITY OF THE AGREEMENT; Any court ruling about disallowance of any of the clauses of this agreement (no matter completely or partly) will not affect other clauses to be applied.

Clause 23: TERMINATION OF THE AGREEMENT; Termination of the agreement does not affect the rights and liabilities of both parties arises from this agreement before the time of termination. In the case this agreement is terminated under the mentioned circumstances, KENES GROUP will not be under any liability to the Participant, and Participant accept and commits that they will not claim anything including a compensation for any losses or lack of profit.

Clause 24: CONDITION OF PROOF; KENES GROUP's records will be considered valid in the case of any conflicts arises between both parties.

Clause 25: CONDITION OF AUTHORIZATION; Istanbul Courts and Istanbul Enforcement Offices are authorized for the settlement of any conflicts arises from the implementation of this agreement.

Clause 26: These agreement conditions are a part of the application form, and become effective by signing the application form.

Clause 27: This agreement is consisting of 27 clauses.