



**The EU Green Deal and the Future of Parking**  
*Integrated Solutions for Dynamic Urban Management*

12-14 September 2022 • Brussels, Belgium



**20<sup>th</sup>** European Parking Association Congress & Exhibition



Belgian Parking  
Federation

# Sponsorship Booking Form

## 20<sup>th</sup> European Parking Association Congress & Exhibition 2022

To apply for exhibition opportunities, please download this booking form then complete it and send this form by email to [epa-congress@mci-group.com](mailto:epa-congress@mci-group.com). After receipt of this exhibition Booking Form, the EPA will invoice you.

**COMPANY DETAILS (Please indicate details as they should appear on the invoice):**

First Name: ..... Last Name: .....  
Title: .....  
Company: .....  
Address: .....  
Post Code: ..... City: ..... Country: .....  
Company VAT Number / Tax ID: ..... PO Number (if applicable) .....  
Phone: +..... Mobile: +.....  
E-mail: .....  
Company WEBSITE : .....

**INVOICE DETAILS (Applicable if different from the company details):**

Company Name: .....  
Address: .....  
Post Code: ..... City: ..... Country: .....  
Phone: +..... Fax: +.....  
Email: .....  
Company VAT Number: .....

**CONTACT PERSON LOGISTICS:**

First Name: ..... Last Name: .....  
Title: .....  
E-mail: .....  
Phone: +..... Mobile Phone: +.....

ITEMS	EARLY BIRD CONFIRMED BEFORE 15 JAN 2022*	STANDARD RATES AS OF 16 JAN 2022*	QUANTITY	TOTAL
<b>EXHIBITION STAND PACKAGES</b>				
Standard Exhibition Package	4.200 €	4.500 €		
Bronze Exhibition Package	4.590 €	4.890 €		
Silver Exhibition Package	7.490 €	7.990 €		
Golden Exhibition Package	8.790 €	9.290 €		
Platinum Exhibition Package	15.000 €	16.000 €		
<b>COMMUNICATION &amp; CONTENT ITEMS</b>				
Snapshot Presentation	To be discussed			
Vendor Workshop	To be discussed			
Lanyard	To be discussed			
WIFI	To be discussed			
Mobile App	To be discussed			
Carbon Neutral Certification	To be discussed			
<b>NETWORKING FUNCTIONS</b>				
Coffee break	To be discussed			
Lunch break	To be discussed			
Gala dinner	To be discussed	To be discussed		
Welcome Reception	To be discussed			
Water fountain with branding	To be discussed			
<b>TOTAL</b>				

\*All prices quoted are exclusive of VAT. All VAT and Taxes will be applied according to local regulations

**COMMENTS:**

**SPECIFY YOUR PREFERRED BOOTH NUMBER:** .....

NOTE: - All prices quoted are exclusive of VAT. All VAT and Taxes will be applied according to local regulations

By signing, I declare that I agree with the General Terms and Conditions below and to follow the rules and regulation of 20th European Parking Association Congress & Exhibition and of the selected venue Square Brussels Convention Center.

**METHOD OF PAYMENT:**

Bank Transfer

Credit Card Payment

Please note that a 2.5% fee will apply if you pay with a Credit Card

In order to ensure a smooth operational process, I accept that my data might be shared with MCI suppliers and partners. By signing the booking form, I have read and accepted the terms and conditions and the cancellation policy including the GDPR information.

The booking is legally binding.

AUTHORIZED SIGNATURE: .....

DATE: .....

NAME: .....

TITLE: .....

COMPANY STAMP: .....

# Terms & Conditions

These EPA Sponsorship Opportunities and General Terms and Conditions are unique to the 20th European Parking Association Congress & Exhibition, Square Brussels Convention Center, Brussels, Belgium on 12-14 September 2022.

## 1. Reservations policy

Confirmation of sponsorship and allocation of benefits (Exhibit space location, meeting timeslots) will be allocated on a first come, first served basis.

## 2. Payment policy

As soon as the sponsor confirms his choice in writing, MCI Brussels, 280 Boulevard du Souverain, 1160, Brussels, Belgium; Belgian VAT Number: BE0480 076 556; on behalf of EPA will raise an invoice for the company's participation in the program. A 50% deposit of agreed sponsorship items will be invoiced at the signature of the contract. The remaining 50% will be charged and to be paid no later than 3 months before the congress.

If any contract is signed after the 1st June 2022, the total amount must be paid by credit card upon receipt of the invoice. Please note that a 2.5% fee will apply.

Payment not received in due time, the industry could not be listed in the printed programme or any other printed collateral, signage or branding of the event.

Sponsors will not be permitted to set up their exhibit or organize their meeting, Tutorial or any selected item until full payment has been made.

## 3. Cancellation & Postponement Policy

As soon as the contract has been received and approved, the sponsor is liable for all associated fees outlined in the contract. Cancellations must be made in writing to the EPA Office.

Cancellation from 1st September 2021 to 1st February 2022: 50% of the total amount is due. As of the 2nd February 2022: 100% of the total amount is due.

Application of the Terms & Conditions in case of postponement of the Event in case of worsening of the health situation due to the current pandemic:

– In case of postponement of the 2022 EPA congress & exhibition, the Exhibitors & Sponsors will have automatically their contract and agreed sponsorship package and conditions deferred to the new selected dates.

In case Sponsors &/or Exhibitors don't want to defer their participation, the deposit already paid would be reimbursed to the company and contract cancelled. If they want to join the congress at a later stage, the new 2022 applicable rates and conditions would apply.

## 4. General conditions

All activities organized by companies involving participants in the meeting must be approved by EPA. Distribution of drinks and meals must be in compliance with rules of the meeting venue. The EPA Office can be contacted for more information on this, and to help coordinate catering.

EPA may accept multiple sponsors for the items listed in the sponsorship opportunities, unless otherwise indicated. EPA may modify the meeting programme without notice. Sponsors will make sure to follow the rules and regulation of EPA and of the Square Brussels Convention Center.

## 5. Assignment of exhibit space and workshop timeslots

Space and timeslots will be allocated on a first-come first-served basis – taking into account the time when the EPA Office receives the signed sponsorship booking form.

## 6. Promotional and booth activities

No sponsor may operate in a way that violates the rights of another sponsor. Exhibits must not project beyond the space allocated and may not obstruct the view or interfere with the traffic of other exhibits. All exhibits are to be conducted in a dignified manner. No soliciting of attendees in the aisle or any high-pressure sales pitch of any kind is permitted. Demonstrations and the distribution of literature and samples should take place inside the assigned booth. Any demonstrations at your booth that emit sound must be stopped immediately if deemed disruptive to other sponsors in the hall. Booths are to be kept clean and in good order. No part of any exhibit, or signs relating thereto, shall be posted, nailed or otherwise attached to columns, walls, floors or other parts of the facility, in any way. Damage arising from failure to observe these rules shall be payable by the sponsors. Sponsors' promotional activities are confined to the actual booth space purchased, or in areas approved by the EPA.

EPA reserves the right to refuse rental of exhibit to any company whose display of goods or services, in the opinion of EPA, is not compatible with the general character and objectives of the meeting. Demonstrations, samples, materials and sales activities (taking orders for future fulfilment) are permitted only within the confines of a sponsor's rented space or after approval by the EPA organizing secretariat. Samples or souvenirs may not be sold and may not be distributed in a manner which, in the sole and exclusive judgment of EPA, blocks the aisles or in any way handicaps other sponsors or impairs the flow of attendees. No sales transactions are allowed on the exhibition hall floor; however, sponsors are permitted to take orders for future fulfilment.

## 7. Sound

Exhibits which include the operation of musical instruments, radios, sound projection equipment, or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons, nor cause the aisles to be blocked. Operators of noisemaking exhibits must secure approval of operating methods before the exhibit opens. MCI Benelux on behalf of EPA shall be the sole judge of what constitutes appropriate sound levels.

## 8. Irregular Activities

All giveaway items with the exception of plastic bags, pens, pencils, luggage tags, pocket calendars, and the exhibitor's product must be submitted for approval to EPA three (3) weeks prior to the opening of the exhibition. All exhibitors distributing approved "stick-ons" may not place the "stick-ons" on the attendees' badges.

## 9. Contests/giveaways

As long as consistent with applicable country and local laws, prize contests and drawings are permissible. Notice of any contests, giveaways or drawings must be given to the EPA office in writing on or before June 2022. Any prizes, draws or giveaways held or offered through the meeting must be made available to all registered attendees and guests. Notification of winners is the sole responsibility of sponsors. Microphone announcements are not permitted on the booth.

# Terms & Conditions

## 10. Changing/expanding booth space

EPA is not responsible for contacting sponsors to change booth spaces if desired booth space is already taken by another sponsor. It is the responsibility of the sponsor requesting the additional space to contact the other sponsor to request a change and provide notification in writing to the EPA Office. This does not apply to original booth assignments, as it is EPA's policy to call sponsors for alternative booth selections if their choices are not available. As indicated on the floor plan, booth assignments may be subject to change.

## 11. Photography/videotaping

Photography (including camera enabled cell phones), videotaping or examining another sponsor's equipment or display without that sponsor's permission is forbidden.

## 12. Subletting of space

Subletting of space is not permitted. Two or more companies may not exhibit in a single space. No sponsor may assign, sublet or apportion his/her space to or with another business entity or individual. No sponsor may show or demonstrate products or services other than those manufactured or handled in the normal course of his business. Should any item from a non-exhibiting entity be required for operation of a display, identification of such item shall be limited to regular name plate or trademark under which same is sold in the general course of business. Sharing space with individuals or companies not officially represented by the contracting sponsor is strictly prohibited, and may result in eviction. In fairness to other sponsor, each company must have its own booth space. EPA will make every effort to assign booth space to companies that wish to be located together or near each other.

## 13. Solicitation

Non-sponsors or representatives of non-exhibiting companies may not canvass or solicit business in any part of the exhibition area during the entire meeting.

## 14. Private social functions policy

Sponsors of the 20th European Parking Association Congress & Exhibition are permitted to host private social functions for meeting attendees at their own expense. Hosted parties or meetings held by any company/entity that invites meeting attendees are not permitted to occur during any official congress activity. Please refer to the EPA Office before organizing your private functions to ensure that it does not compete with the official EPA congress and Exhibition program in any way.

EPA must also be notified in advance of any ancillary events taking place during the conference regardless of location, time or date of the event.

## 15. Interpretation of regulations

EPA has the sole and exclusive right to make changes, amendments and additions to Sponsor guidelines stated in this document and subsequent communications, as it deems necessary to the proper conduct of the sponsor and, thereupon, the general terms and conditions, as amended, shall govern the actions of all sponsors. Interpretation of the sponsor general terms and conditions and operational rules shall rest solely with EPA, and the decisions of EPA shall be final. EPA may require sponsors to make such alterations to their displays as it deems necessary to the proper conduct of the exhibition. Failure to comply may result in immediate expulsion from the exhibition or the payment of reimbursement and compensation to EPA by the sponsor for all expenses related to the alteration of a booth/ display.

## 16. Installation and removal

EPA reserves the right to fix the time for the installation of a booth prior to the Show opening and for its removal after the conclusion of the Show. Any space not claimed and occupied by one (1) hours prior to the published Show opening time may be resold or reassigned without refund. Installation of all exhibits must be fully completed by the opening time of the exposition.

Exhibits must be staffed during all Show hours and may not, to any extent, be dismantled before the Show closing. Any early dismantling or packing shall be considered a breach of this agreement and may affect future applications. EPA however, reserves the right to make the final determination of all space assignments in the best interest of the exhibition.

## 17. Arrangement of exhibitors

Each exhibitor is provided with Official Exhibitor Guidelines. The Exhibitor Guidelines describe the type and arrangement of exhibit space and the standard equipment provided by EPA for booth construction. All booth space must be arranged and constructed in accordance with the guidelines, provisions and limitations contained in the Exhibitor Kit. If, in the sole opinion of EPA, any exhibit fails to conform to the Exhibitor Kit guidelines, or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the exposition. Exhibits not conforming may be dismantled or modified, at cost to the exhibitor, at the sole judgment and discretion of EPA. Exhibitor Plan Review. Booth construction plans and layout arrangements for any booth spaces, or involving other construction features, must be submitted for approval at least sixty (60) days prior to the opening of the exposition.

## 18. Fire regulations

All fabric, carpet and plastic exhibit booth material must be fire retardant. Oil cloth, tarpaper, nylon, certain plastic or other materials that cannot be made flame retardant are prohibited. No open flames are permitted without a fire department permit. EPA reserves the sole and exclusive right to alter the exhibit area layout as it deems necessary to comply with local and building fire regulations.

## 21. Liability

The organizers will provide security service during meeting hours. At night, the booth areas will be locked. Neither EPA, nor its sponsors, members, officers, representatives, agents or employees, will be responsible for any injury, theft, loss or damage that may occur to the exhibits. In the event that said premises are destroyed by fire, climatic elements or by any other cause, or by government intervention or regulation, military activity, strikes or any other circumstances which make it impossible for 20th European Parking Association Congress & Exhibition to take place, the contract shall terminate and the sponsor shall waive any claim for damages or compensation except the pro rata return of the amount paid for space, after deduction of actual expenses incurred in connection with 20th European Parking Association Congress & Exhibition. Companies are required to make their own arrangements with respect to insurance and organization of their booth.

## 22. Major situation

For reasons beyond their control (such as war, strikes, lockouts, riots or any such civil disturbances, pandemics and epidemics, any acts of God, including but not limited to earthquakes, floods and droughts and any other cause or circumstance of whatsoever nature beyond its control that have an impact on the arrangements, timetables or planning of a scientific meeting), the

# Terms & Conditions

20th European Parking Association Congress & Exhibition, Brussels and/or its agents have the right to immediately alter or cancel the conference or any of the arrangements, timetables, plans or other items relating directly or indirectly to the 20th European Parking Association Congress & Exhibition Square Brussels convention Center, Belgium. The company and/or participants shall not be entitled to any compensation for damages that result from such alteration or cancellation. Furthermore, with the exception of any willful damage or gross negligence committed by the EPA and/or its agents, neither the EPA nor its agents shall at any time be liable for any direct or indirect damage suffered by the company and/or participants, including consequential and immaterial damage, caused by failure to comply with any provision of this document.

## 23. GDPR

1. In accordance with European data protection regulation, in particular Regulation (EU) No. 2016/679 on the protection of natural persons with regard to the processing of personal data, MCI Group, as data controller, processes the exhibitor/sponsor's personal data for the purposes of (i) managing and organizing the event, in particular the management of exhibitor/sponsor's stand (ii) managing and organizing prospecting and loyalty (iii) enabling the exhibitor/sponsor to benefit from our services (iv) enabling the exhibitor/sponsor to receive our news. These data processing have as legal basis the execution of the contract: the information we collect is necessary for the implementation of the contract to which the exhibitor/sponsor has adhered, failing which the contract cannot be executed.

Exhibitor/sponsor's data are retained for the time necessary for processing purposes, namely 5 years from the end of the business relationship.

For processing purposes, the data of the exhibitor/sponsor's data - or transmitted by him - will be transmitted to the following recipients: management service providers of our Customer Relationship Manager, service providers in charge of management, event service providers (reception service providers, security, printing, etc.).

The data necessary for MCI Group to fulfil the purposes described above are those appearing on this order form. In accordance with the regulations in force, the exhibitor/sponsor benefits from a right of access, rectification, limitation, deletion and portability on his data.

The exhibitor/sponsor may also object to the processing of his personal data concerning him and lodge a complaint with the data protection and control authority. The exhibitor/sponsor may exercise his rights by sending a request to the following address : [epa-congress@mci-group.com](mailto:epa-congress@mci-group.com) or by contacting our Data Protection Officer (DPO) : [anne.lesca@mci-group.com](mailto:anne.lesca@mci-group.com)

2. In any event, the exhibitor/sponsor acknowledges compliance with European data protection regulations for its own processing, including Regulation (EU) No. 2016/679 on the protection of personal data, foremost among which the integrity and confidentiality of data communicated by participants and compliance with their data-retention periods. In case of communication to MCI by the exhibitor/sponsor of a personal data file, the exhibitor/sponsor acknowledges having informed and obtained the consent of the person(s) concerned by this communication.

# Contacts



## BELGIUM PARKING FEDERATION

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## EPA CONGRESS & EXHIBITION SECRETARIAT

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