



EAPA
SYMPOSIUM
2019

The future of the asphalt industry

Sponsorship and Exhibition Manual
#EAPASymposium2019

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EAPA Symposium 2019
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GENERAL INFORMATION

DATE AND VENUE

The 11th EAPA Symposium will be held on 6 June 2019 in La Maison des Travaux Publics, 3 rue de Berri, 75008 Paris, France, close to the Champs Elysées.

GOAL OF THE EAPA SYMPOSIUM

Under the heading **“The future of the asphalt industry”** EAPA will:

- Inform the participants about the latest news of the asphalt sector concerning current and future topics.
- Provide an excellent opportunity for networking, information exchange and discussions.

TARGET AUDIENCE AND PARTICIPANTS

The target audience of the EAPA Symposium is EAPA members, members of EAPA members, asphalt & bitumen industry, road administration and academia. 100 to 150 experts are expected to participate in the Symposium.

SCHEDULE AND PROGRAMME

WEDNESDAY, 5 JUNE 2019

14.00-17.00 h. EAPA General Council Assembly at Club TP, 8th floor, 90 Avenue des Champs Elysees, 75008 Paris (for EAPA members only).

19.00 h. EAPA Symposium Dinner & Celebration Dinner for Egbert Beuving

THURSDAY, 6 JUNE 2019

8.00-17.00 h. EAPA Symposium - Presentations and Exhibition

The full-day event consists of technical presentations, a high-level panel discussion on the topic “What does the future hold for asphalt roads in a changing mobility sector?”, a celebration speech of former EAPA Secretary-General Egbert Beuving, an interactive communication session and the EAPA Awards Ceremony. The Symposium will be facilitated by Katrina Sichel and will be supported by the interactive communication tool sli.do. The detailed programme will be provided in Spring 2019 on the EAPA website www.eapa.org.

REGISTRATION AND SYMPOSIUM FEE AND SYMPOSIUM DINNER

The registration fee for the Symposium is 290 Euro including French VAT, the entrance to Symposium and Exhibition area, 2 coffee breaks, lunch on the Symposium day and all Symposium documents.

On the evening before the Symposium, on 5 June 2019, a networking and celebration dinner for Egbert Beuving including a reception will be held in the Restaurant le W, Hotel Le Warwick, 5, Rue de Berri, 75008 Paris, France starting at 19:00 hours. Spouses and colleagues are welcome. The cost for the dinner including the reception, some beverages and French VAT is 89 Euro per person.

SYMPOSIUM LANGUAGE

English is the official language of the Symposium.

ACCOMMODATION

In the surroundings of the venue, next to the Champs Elysées, many opportunities for different hotels in various categories and prices exist. We propose to book your accommodation according to your preferred category at one of the many booking portals on the internet.

SYMPOSIUM AND SOCIAL MEDIA

The hashtag of the 11th EAPA Symposium 2019 is **#EAPASymposium2019**. Follow the discussions and get more information on Twitter **@eapa_org** and on LinkedIn **@CarstenKarcher**.

LIABILITY AND INSURANCE

The Symposium Secretariat and organizers cannot accept liability for personal accidents or loss of or damage to private property of participants and accompanying persons, either during or indirectly arising from the symposium.

ORGANISATION & SECRETARIAT

The EAPA Symposium is organised by the EAPA Secretariat.

Tel: +49 1717817173

Email: karcher@eapa.org

EXHIBITION

The exhibition of the EAPA Symposium will be located on the -1 floor of the La Maison des Travaux Publics, 3 rue de Berri, 75008 Paris.

By exhibiting at the conference, you will have access to a focused group of people working and researching in the area. The conference delegation is European and international, offering exhibitors the opportunity of showing their products and services to the main target group of the asphalt industry including clients and potential new clients and markets.

The exhibition will be open from 8.00 to 17.00 hours. Two coffee breaks and the coffee of the lunch will be served in the exhibition area. Maximum seven exhibition spaces are available.

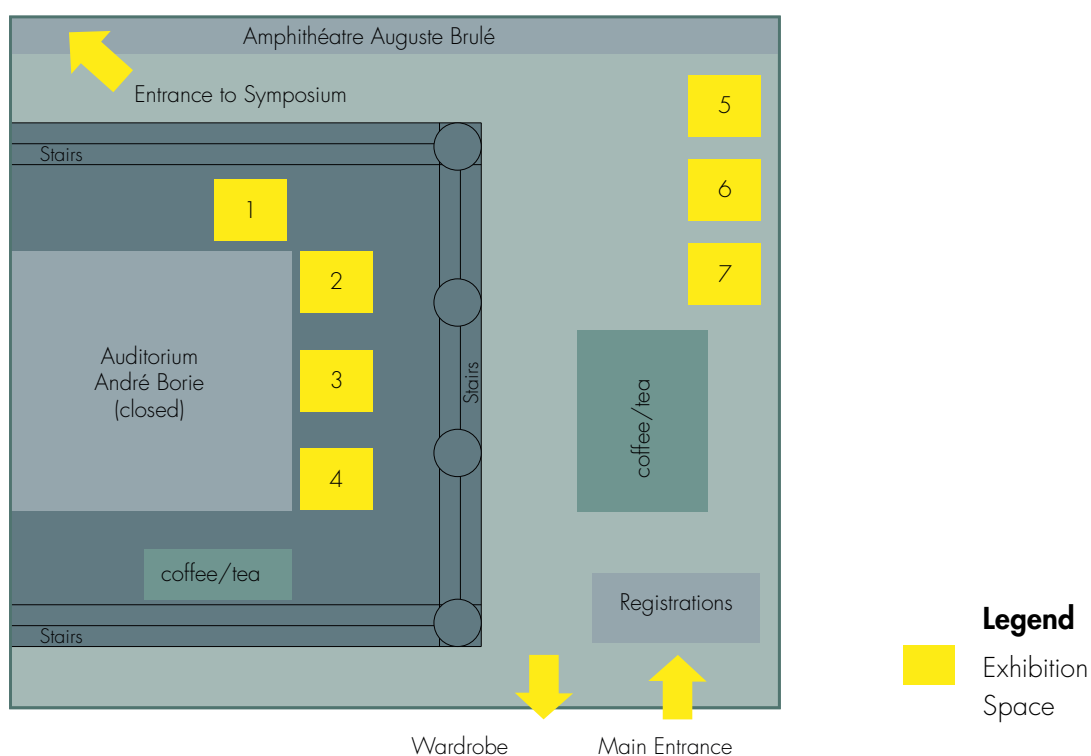
Fees

EAPA Members and EAPA Associate Members	750 Euro plus VAT/basic exhibition space
Members of EAPA Members who are not an EAPA Associate Member	1,250 Euro plus VAT/ basic exhibition space

The exhibition package includes:

- Basic exhibition space**
 A basic exhibition space where you can showcase and demonstrate your products. We provide you with a space of maximum 1,5 x1,5 m² for your own equipment e.g. poster walls in a prominent position. No shell scheme, and no technical equipment, no water, electricity or any furniture will be provided.
- Symposium Pass**
 One complimentary registration for the EAPA Symposium and one Symposium Bag will be provided per one basic exhibition space.
- Presentation of Products on Exhibition Space**
 The Exhibitor has the possibility to present his company/association and products in an oral presentation on the exhibition space for maximum 10 minutes during a selected time in the coffee breaks and lunch break based on a schedule prepared by the organisers. The schedule will be fixed in the order of the receipt of application forms for the exhibition space.

FLOOR PLAN



SPONSORSHIP

General Sponsorship Package

The General Sponsorship Package combines several benefits before, during and after the EAPA Symposium. Maximum five General Sponsorship Packages are available. As a General Sponsor, you are entitled to promote your company as a sponsor of the EAPA Symposium from the time on the General Sponsorship Package agreement has been signed. Your further benefits of the EAPA Symposium General Sponsorship Package:

- Your company/association will be featured on the EAPA Symposium 2019 website on EAPA's homepage with a link to your website.
- The sponsor's logos will be shown on banners in front of the main conference rooms and/or the conference registration area.
- Your company's/association's logo will be featured (within productions schedule) on the symposium website, on the conference poster, in the EAPA slides during breaks.
- As a sponsor, you will be mentioned in the articles concerning the information, forecast and retrospection of the EAPA Symposium in the EAPA newsletter and magazine (spread to more than 1,500 recipients of the asphalt industry).
- As a sponsor, you can include a small company's/association's brochure (maximum A4 and maximum 8 pages) in the Symposium Bag that is distributed to participants upon registration at the conference.
- One complimentary registration for the EAPA Symposium and one Symposium Bag.

EAPA Members and EAPA Associate Members	2,500 Euro plus VAT /General Sponsorship Package
Members of EAPA Members who are not an EAPA Associate Member	3,000 Euro plus VAT /General Sponsorship Package

OTHER PROMOTIONAL OPPORTUNITIES

Additionally to the General Sponsorship Package various opportunities to sponsor the EAPA Symposium are available for EAPA members and Non-EAPA Members.

<p>Branded Symposium Bags (bags must be provided by company/association). This opportunity is exclusive and will only be offered to one company/association.</p>	1,500 Euro plus VAT
<p>Branded Pens To be distributed to all attendees in the Symposium Bag (pens must be provided by company/association)</p>	500 Euro plus VAT
<p>Symposium Bag Inserts E.g. small company's/association's brochure (maximum A4 and maximum 8 pages, inserts must be provided by company/association)</p>	500 Euro plus VAT
<p>Name Badges With company/association logo. This opportunity is exclusive and will only be offered to one company/association.</p>	1,000 Euro plus VAT
<p>Badge Lanyards This opportunity is exclusive and will only be offered to one company/association.</p>	1,300 Euro plus VAT
<p>Symposium Dinner on 5 June 2019 Company's/Association's logo to be printed on all dinner table menus. Opportunity to place a gift for each participant on the dinner tables. You will be mentioned on the Symposium website, in articles concerning the information, forecast, and retrospective of the EAPA Symposium in the EAPA Newsletter and Magazine. Five complimentary tickets for guests to attend the dinner will be provided. This opportunity is exclusive and will only be offered to one company/association.</p>	2,500 Euro plus VAT

TERMS AND CONDITIONS FOR EXHIBITION AND SPONSORSHIP

APPLICATION TO PARTICIPATE

Application to participate will be considered only if submitted on the appropriate forms, duly completed. Registration will be confirmed insofar as space is available. Applicants will be informed in writing of the acceptance or refusal of their application. In case of refusal, all payments shall be fully refunded. In case of acceptance Sponsors/Exhibitors will be bound by the Terms and Conditions listed in this Manual and/or contractual agreement.

OBLIGATIONS AND RIGHTS OF THE EXHIBITOR/ SUPPORTER

Registration implies full acceptance by the Exhibitors/Supporters of the exhibition/supporter regulations. Any infringement of these regulations may lead to immediate withdrawal of the right to participate in the Congress without compensation or refund of sums already paid, and without prejudice to the Exhibitor/Supporter.

By submitting an application to participate, the Exhibitor/Supporter make a final and irrevocable commitment to occupy the space/items allocated and to maintain his/her installation until the date and time fixed for closure of the event.

No advertising on behalf of firms not exhibiting is permitted in any form whatsoever. Transfer or sub-letting of all or part of the allocated spaces is prohibited.

OBLIGATION AND RIGHTS OF ORGANIZER

The Organizer undertakes to allocate exhibition space as far as possible on the basis of the preference expressed by applicants. Application will be considered in order of receipt of application forms accompanied by payment.

The Organizer reserves the right, in case of absolute necessity, to modify the positioning of stands, with no obligation to provide compensation to Exhibitors/Sponsor. The Organizer reserves the right to offer to a different firm any stand, space or supporter item that has not been occupied by the event of the opening of the Congress, with no obligation to provide compensation to the defaulting Exhibitor/Sponsor.

LIABILITY INSURANCE

Equipment and all related display materials installed by Exhibitors/Sponsors are not insured by the Organizer, and the Organizer under no circumstances will be liable for any loss, damage or destruction caused to equipment, goods or property belonging to Exhibitors/Sponsors.

The Exhibitor/Supporter agrees to be responsible for his property and person and for the property and persons of his employees and agents and for any third party who may visit his space. The Exhibitor/Supporter shall hold harmless the Organizer from any and all damages/claims including those usually covered by a fire and extended – coverage policy. The Supporter/Exhibitor will purchase insurance policies for the above listed damages.

EXHIBITION REGULATIONS

The Exhibition Manager, acting under direction of the Organizing Committee, has the final decision as to the acceptability of displays. Exhibitors are not to share with others any space allotted to them without prior written consent by the Exhibition Manager.

Each exhibitor delivers his products and goods to and from the conference venue at his own expense and liability. Unfortunately, the conference organizer can't bear responsibility for the reception, dismantling, storage, return or onward dispatch of goods.

The Organizer reserves the right to alter the general layout or limit the space allotted to each Exhibitor/Supporter, postpone the exhibition or transfer it to another site if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the exhibition, the Organizer will not be held liable for expenses incurred other than the cost of exhibit space-rental fees.

All exhibits are to be displayed so as to avoid blocking aisles, obstructing adjoining booths, damaging the premises or the leased equipment. Exhibitors are kindly requested to allow sufficient see-through areas, which ensure clear views of surrounding exhibits.

Flammable materials are not to be used. Equipment displayed or demonstrated must be installed with strict adherence to safety measures. Exhibitors may not sublet, assign or apportion any part of the item(s) sponsored nor represent advertise or distribute literature or materials for the products or services of any other firm or organization except as approved in writing by the Organiser. No part of an exhibit and no signs or other materials may be pasted, nailed, or otherwise affixed to walls, doors or other surfaces in a way that mars or defaces the premises or equipment and furnishings. Damage from failure to observe this notice is payable by the Exhibitor.

No sound systems should be installed within the exhibition that disturb neighbouring stands.

Exhibitors undertake to observe the timetable designated for completion of their display before the exhibition opening and its dismantling at the close of the exhibition. No dismantling or packing of the display before the designated hour. It is the Exhibitor's responsibility to pack and remove or consign for shipment all items of value prior to leaving their exhibit unattended, otherwise the Organizer will arrange for their removal at the Exhibitor's risk and expenses.

Payment is to be made in accordance with the conditions of payment listed in the prospectus.

Should the Exhibitor/Supporter fail to make a payment on time, the Organiser is entitled to terminate the contract, withdraw confirmation of acceptance, make other arrangements for the stand/ supporter items or seek compensation for non-fulfilment of contract.

Participation by Exhibitors/Supporters is dependent upon compliance with all rules, regulations and conditions stated herein.

Exhibition areas and fittings made available to Exhibitors must be handed back in their original condition. In case of damage or loss of equipment provided, or damage to areas occupied, repair and replacement will be charged to the Exhibitor.

Any special decoration or fittings must be submitted to the Organizer for prior authorization.

Advertising panels and display are not permitted outside the exhibition areas allotted to Exhibitors.

The Organizer will not approve stands, which do not comply with the accepted standards, until the necessary changes have been made.

INDUSTRY CODES OF PRACTICE

All Exhibitors and Supporting Companies must comply with applicable national and international rules, regulations and industry standards regarding exhibition areas. Failure to comply with these regulations may not be used as a ground to declare the contract void. Failure to comply with the Rules and Regulations will not expose the Organiser to any suits, demands by the Sponsors/Exhibitor/any third party.

SPONSORSHIP REGULATIONS

All sponsors will be awarded on a first come, first served basis. Maximum five General Sponsorships of the EAPA Symposium are available. The Organiser retains the right to reject any sponsor that it deems inappropriate.

After receiving the invoice, the sponsor must provide the sponsorship fee, logo image (in the format required by the Organiser) and other details required (such as correct use of the sponsor's name, trademarks etc.), within 30 days.

Sponsorship pledges cannot be processed without payment. Payment is in Euro. Payment will generally be by direct bank transfer unless other arrangements are agreed.

All sponsorship materials must be submitted 30 days before the symposium to ensure inclusion in the productions schedule.

CANCELLATION POLICY AND DURATION OF CONTRACT

Cancellations must be made in writing to:

Carsten Karcher
European Asphalt Pavement Association
Rue du Commerce 77, 1040 Brussels, Belgium

Cancellations made before 5 May 2019 will be refunded to 50 % of the paid amount (excluding bank transfer fees). After 5 May 2019, no refunding is possible.

This contract is valid from the date of subscription until the end of the EAPA Symposium on 6 June 2019.

BOOKING FORM FOR EXHIBITION AND SPONSORSHIP

Please complete and send to: Carsten Karcher karcher@eapa.org

Name of Company/Association	
Name of Contact Person	
Address	
Postcode	
City	
Country	
Phone	
Email	
VAT registration number	
Company Name for invoice	
Address for invoice	
Contact Person for invoice	

I would like to book the following products:

Sponsorship	
Item	Total Price
Total Amount (please complete)	

Exhibition	
Item	Total Price
Total Amount (please complete)	

We accept the contract terms and conditions (listed in this Sponsor and Exhibition Manual). I'm authorized to sign this form in the name of the company/association:

Date: _____ Signature: _____

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