

labsummit[®] 2024

Innovating the Future,
One Lab at a Time

16–18 May 2024

Convento São Francisco
Coimbra, Portugal

SPONSOR & EXHIBITOR APPLICATION FORM

International event
that brings together
the world's leading
laboratory experts

labsummit.com

Organization



ambidata



WELCOMES YOUR PARTICIPATION

Fill in this form and return to labsummit2024@aimgroup.eu to express your request to participate.

By signing this Application Form, we accept the Participation Terms & Conditions and the Payment & Cancellation conditions stated in this document.

Company Name (for invoice):		
Company Name (on website for final programme):		
Address, including City,Postal/Zip Code and Country		
VAT / Fiscal Reg. No:		Contact Person: Title, Given Name and Family Name:
Work Phone:	Mobile/cell:	Fax:
E-Mail:		

Date & Signature:

Company Stamp:

ADDITIONAL INFORMATION

Fill in this form and return to labsummit2024@aimgroup.eu
Simultaneously, attach the company logo in high resolution (vector).

Select the pillars that identify you the most:

Laboratory

Digital

Sustainability

Productivity

Provide a list of tags that you identify with, separated by commas:

Example: Laboratory, Healthcare, Startup

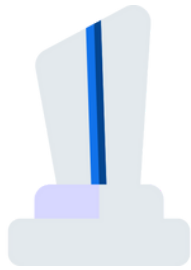
Company website:

Linkedin profile:

Company Profile (max. 250 words)

SELECT YOUR SPONSORSHIP PACKAGE

With this form we hereby apply for the following sponsorship:
(Tick the option you wish to select)



Platinum

10 000 EUR until Dec 31, 2023
13 000 EUR from 01 Jan, 2024



Gold

5 000 EUR until Dec 31, 2023
6 500 EUR from 01 Jan, 2024



Silver

3 500 EUR until Dec 31, 2023
4 500 EUR from 01 Jan, 2024

SELECT OTHER TYPES OF SPONSORSHIP

Please inform below the sponsorship item you are interested in (using an x):

Auditorium Name 2.000 EUR	Session in Thematic Room (costs with necessary equipment not included) 1.000 EUR
Signposts / Roll Ups (production costs not included) 200 EUR	Session in LiveLabs / Hands-On / Workshops (costs with necessary equipment not included) 5.000 EUR
Event Bracelet (exclusive) (production costs not included) 2.000 EUR	App Sponsor 1.000 EUR
Lanyards (exclusive) (production costs not included) 3.000 EUR	Congress Bags (production costs not included) 3.500 EUR
Logotype in Badge (exclusive) (production costs not included) 1.500 EUR	Cocktail Party UNDER REQUEST
Logotype in strategic points (production costs not included) 1.000 EUR	Sunset Party UNDER REQUEST

EXHIBITOR PACKAGE

Please note shell schemes can be ordered via the Exhibitors Manual

PACKAGE | EXHIBITION SLOT - RAW SPACE



*All rates presented in this page exclude local VAT

TOTAL SQUARE METERS

Minimum: 6.25 sqm (2,5m x 2,5m)
Only multiple of these dimensions are available
 Example: 6.25sqm (2,5m x 2,5m), 12.5sqm (2.5m x 5m), 18.75sqm (2.5m x 7.5m)

LENGTH (Meters):

WIDTH (Meters):

TOTAL (IN EUR):

EXHIBITION SLOT NUMBER

1ST OPTION

2ND OPTION

3RD OPTION

- Raw space means the exhibitor is only renting the space.
- Exhibitors are responsible for their own booth design and construction. Is the sole responsibility of the exhibitor to bring their own booth or assign a company to construct it.
- Booths will be assigned on a 1st come, 1st served basis.
- The exhibitor is required to register and pay for all booth personnel. Check the required fees on the registration area.
- The exhibitor manual with guidelines will be available at a later stage. Labsummit has appointed an official partner to manage the exhibition.

BENEFITS

- Company listing on the website (www.labsummit.com) and app
- Company name published in the congress programme

PRELIMINARY FLOORPLANS

1st Floor



Exhibition Area



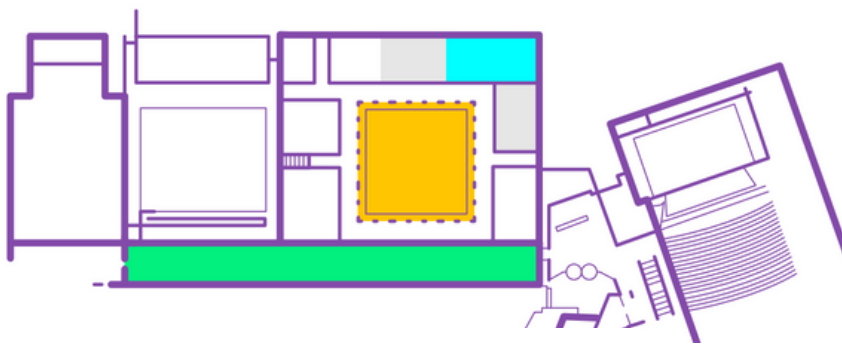
Main Exhibition Area



Live Labs



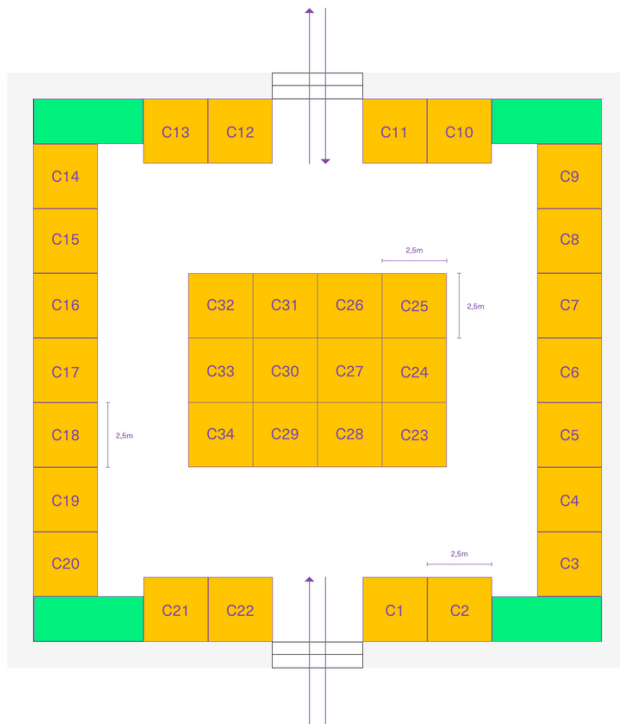
Workshops



Stand for exhibits



Self-Service Area



* **C1 to C22** - minimum of 2 booths (12,5 sqm)

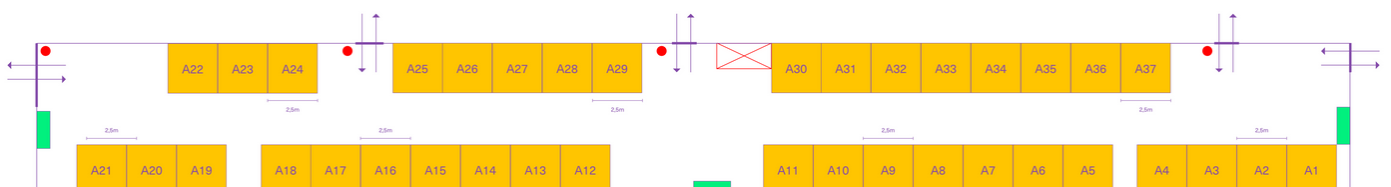
** **C23 to C34** - reserved to exhibitors with a minimum space of 25 sqm



Stand for exhibits



Self-Service Area



INFORMATION FOR SPONSORS

Please refer to the Sponsorship Guide for full and binding information on your participation.

General Information for Sponsors

Applications for sponsors must be made using this Application Form and will constitute a formal expression of participation. Forms are also available from labsummit2024@aimgroup.eu.

This agreement will remain in full force and effect in case of merger or acquisition of the contracting company.

Companies are not permitted to organize events in Coimbra during the period extending from 3 days before the official start of the congress (Monday 13th May 2024) until and including the last day of the week in which the conference is held (Sunday 19th May 2024). Unofficial sponsor sessions and other external meetings are not permitted.

Presentation on a Thematic room or stage

Sponsors are responsible for all costs associated with the sponsored speaker(s), i.e. honorarium, travel and accommodation are NOT the responsibility of labsummit. Speaker and theme needs to be approved by the organizing committee. **40 min. slot (including 10 min. Q&A)**

Hands-on / Live Labs / Workshops

- **Each session has 40 min. duration only**
- labsummit will reserve the rooms required for the sessions to run, however other costs associated with additional equipment and/or set up time shall be borne by the sponsors (approved third parties) such as: additional audiovisuals, equipment, and food/refreshments.
- Content and speakers shall be submitted and approved by labsummit prior to confirmation; Sponsors are responsible for all costs associated with the sponsored speaker(s), i.e. honorarium, travel and accommodation are NOT the responsibility of labsummit.
- labsummit is responsible to allocate the sessions and timings into the main programme

Extra passes can be purchased by Sponsors:

Extra passes are available with preferential rates to sponsors (Platinum, Gold and Silver only).

Please refer to the Sponsorship Guide.

INFORMATION FOR EXHIBITORS

Application process for those companies not planning to be a sponsor but wishing to hire an exhibition space.

- Exhibitors are responsible for their own booth design and construction. It is the sole responsibility of the exhibitor to bring their own booth or assign a company to construct it.
- Booths will be assigned on a 1st come, 1st served basis (payment confirmation required).
- Additional services and advice are available on request at: labsummit2024@aimgroup.eu
- The exhibitor manual with guidelines will be available at a later stage.

Important Dates:

Exhibition Set up day: 15 May, 2024

Exhibition days: 16 and 17 May, 2024

Exhibition Dismantling day: 18 May, 2024

Exact schedule will be shared in due course.

Exhibitor benefits

- Company listing on the website (www.labsummit.com) and app
- Company name published in the congress programme.

Passes:

The exhibitor is required to register and pay for all booth personnel. Check the required fees on the registration area.

MORE INFORMATION FOR SPONSORS & EXHIBITORS

General Booking Conditions:

“First come first served basis” will apply (payment confirmation required).

Bookings and slots are subject to availability and confirmation upon receipt of payment.

Payment conditions:

All payments must be made in EUROS and added local VAT (23%) where applicable.

- 100% of the total exhibition and/or sponsorship fee will be invoiced upon receipt of the completed application form and is due for payment upon receipt of the invoice to guarantee the reservation.
- Payment for the Early Bird rate must be done by 31 December, 2023

Cancellation conditions:

Cancellations and changes to your original booking must be done in writing to:

labsummit2024@aimgroup.eu

Cancellation Fees: 60% of total exhibition fee if booking cancelled before 8th January 2024.

100% of total exhibition fee will be retained thereafter.

Additional services and advice are available on request at:

labsummit2024@aimgroup.eu

Organising Secretariat:



labsummit[®] 2024

Visit the official website at

www.labsummit.com

SEE YOU IN 2024, IN COIMBRA!

International event
that brings together
the world's leading
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Organization



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