



# MDTWeek

Sponsorship Booking Form



# BOOKING TERMS & CONDITIONS

**Cancellations/Postponement & Payments:** All invoices must be paid within 30 days of the invoice date and until 30 days prior to the event. Payment can be made by bank wire transfer. Bank details will be provided on all invoices. All bank charges are the responsibility of the Booking Party/Client. If the Client fails to submit full and final payment 30 days prior to the event, **MDTWeek Organizing Committee** can cancel the Client's participation with no refund of money received.

Should a Sponsor wish to cancel his participation (stand services, advertisements etc.), written notification must be sent to MDTWeek 2024 by email to [mdtweek@digit-madeira.pt](mailto:mdtweek@digit-madeira.pt). Refunds will be based on the following schedule:

- Before 26 April 2024 - 25% of payments received will be refunded, less agreed benefits received to date.
- After 26 April 2024 - No refund available.

If the event is postponed for any given reason, the exhibitor/sponsor/advertiser will not be entitled to cancel or to obtain monetary compensation, but the benefits that have been agreed will remain in place for the rescheduled event. If the event is cancelled for any given reason, the organizers will refund the exhibition/sponsorship/advertising money to the relevant company, minus any benefits that have been received by the company prior to the cancellation and any expenses incurred by the organizers with respect to the provision of the agreed benefits. Should the event format or medium change, the exhibitor/sponsor/advertiser will not be entitled to cancel or to obtain monetary compensation, but the benefits that have been agreed will remain in place and adjusted appropriately.

**Stand Assignment & Staff:** Tiered Sponsors will be offered first preference of exhibition space location selection, dependent on time of booking. The remainder of spaces within the exhibition areas will be allocated strictly on a first come, first served basis and will be confirmed in writing, by **MDTWeek Organizing Committee** once made available.

Preferences and priorities requested by the Sponsor as to booth space location will be respected whenever possible. However, the Sponsorship Chair reserves the right to make reasonable transfers as to the location of the Sponsor's space should any circumstances arise where it is deemed necessary. No transfers will be made without prior notice to the Sponsor. Any changes in space locations do not entitle the Sponsor to cancel the exhibition space or obtain monetary compensation.

The organizers reserve the right to alter the layout of the booth area and to remove sections of the space and features such as posters, catering and internet café where or as required.

Sponsors agree to be present the full duration of the exhibition during the event if a part of their package. Set up and dismantling of any display/exhibition spaces must only occur during the specific allotted timings.

Sponsors are entitled to the number of staff passes indicated in their exhibition package when booked. Additional passes will be available to book at a per person fee.

**Insurance and Safety:** The organizers cannot be held responsible for any loss of damage of/to any equipment brought in for the Sponsor's area or damage caused by the sponsor while in participation at **MDTWeek 2024**.

The Sponsor is therefore advised to ensure to take out adequate insurance cover as necessary including Employers Liability & Public Liability, insurance to cover loss of damage to exhibits or other personal property and cancellation insurance. In addition, the Sponsor is required to show proof of their insurance cover which is required in advance of the event. In the event of damage or incident, while onsite at the event, you are required to always retain a copy of your insurance. Sponsors and their representatives shall indemnify and hold harmless **MDTWeek 2024**, Congress Center VidaMar – Madeira and all affiliated agents, committee and employees from any or all liability.

**Once a sponsoring company has reserved any package, it agrees to abide by the payment conditions and cancellation policy plus all further rules and regulations in this document. The Sponsor agrees not to carry on additional promotional activities in Funchal-Madeira or virtually outside the MDTWeek venue/platform over the dates of the event. If acting as an MDTWeek 2024, all activities must take place within the venue. Any additional activities must be specifically agreed with the organizers of MDTWeek 2024.**

**Privacy Policy:** The data provided on the sponsorship booking form are only for the registration use for the MDTWeek 2024.

I have read and accept the BOOKING TERMS & CONDITIONS above, and the [PRIVACY POLICY](#).



# SPONSORSHIP BOOKING FORM

By completing and returning this form, you agree to all the Booking Terms and Conditions as listed in this document for Madeira Digital Transformation Week (MDTWeek) 2024.

## Sponsor Name

*as to appear on official branding*



\_\_\_\_\_

## Sponsor Package

*✓ Please tick your selected package*

	<b>Platinum Sponsor</b>		
	<i>Limited to 2 opportunities</i>	7 000 €	<input type="checkbox"/>
	<b>Gold Sponsor</b>		
	<i>Limited to 5 opportunities</i>	3 500 €	<input type="checkbox"/>
	<i>with TV and TV holder</i>	1 000 €	<input type="checkbox"/>
	<b>Silver Sponsor</b>		
	<i>Limited to 5 opportunities</i>	1 500 €	<input type="checkbox"/>

*Please indicate a number*

<b>Accompanying Package</b>	<b>Number</b>
<i>Access to all social events</i>	180 € <input type="text"/>

**TOTAL SPONSORSHIP VALUE:** \_\_\_\_\_ €

**Note:** For Portuguese institutions to the total amount is added the IVA 23%. For other institutions,

VAT will be applied where relevant.

Please complete and return to: [mdtweek@digit-madeira.pt](mailto:mdtweek@digit-madeira.pt).

All Sponsors are required to email a high-resolution logo when returning a booking form.



## INVOICE DETAILS

Please provide all details requested below. Ensure you provide the full billing/invoice information as should appear on your invoice. It is important that your VAT number is provided to avoid any delay in confirming your booking.

Company Name: \_\_\_\_\_

VAT Number: \_\_\_\_\_ (EU countries must provide)

PO Number: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Country: \_\_\_\_\_

**Stand Contact Details:** If the representative managing your onsite exhibition stand logistics is different to the invoicing contact – please provide below:

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

Please ensure you have included a high-resolution copy of your organization's logo plus clear communication on your company web address. Please email to [mdtweek@digit-madeira.pt](mailto:mdtweek@digit-madeira.pt).