

**3DBODY.TECH 2024 - EXHIBITOR AGREEMENT**

This document confirms the agreement of the following company/institution to become exhibitor at the

15th 3DBODY.TECH Conference and Expo, to be held on 22-23 Oct. 2024, in Lugano, Switzerland.

Please fill this form, save it and send it by e-mail to the conference office at [info@3dbody.tech](mailto:info@3dbody.tech).

The office will then prepare an invoice with details for the payment of the due fees.

**Exhibitor/Sponsor Details**

Company/Institution:

Address:

**Exhibitor Level**

Please select the exhibitor level and options (additional registrations, additional space).

*Note: the different exhibitor levels and options are described at the end of this document.*

GOLD EXHIBITOR: 3200 CHF

Included exhibition space: 9m2=3x3m (100ft2=10x10ft)

Included registr./participants: 3 onsite and 1 online

Included presentations: opening session (short), technical sessions (multiple)

Included infrastructure: 1-2 tables (desk size), 2-4 chairs, electric plug, dedicated WiFi

SILVER EXHIBITOR: 2000 CHF

Included exhibition space: 4m2=2x2m (42ft2=6.5x6.5ft)

Included registr./participants: 2 onsite and 1 online

Included presentations: opening session (short), 1 at technical sessions

Included infrastructure: 1 table (desk size), 2 chairs, electric plug, dedicated WiFi

BRONZE EXHIBITOR: 1000 CHF

Included exhibition space: 2m2=2x1m (21ft2=6.5x3.3ft)

Included registr./participants: 1 onsite and 1 online

Included presentations: 1 at technical sessions

Included infrastructure: 1 table (desk size), 2 chairs, electric plug, dedicated WiFi

VIRTUAL EXHIBITOR: 800 CHF

Included registr./participants: 1 online

Included presentations: 1 (online) at technical sessions

ADDITIONAL EXHIBITION SPACE:

Additional exhibition space in m2:    each m2 150 CHF

or specify the total required exhibition space in meters or feet:       x

ADDITIONAL REGISTRATIONS/PARTICIPANTS:

Additional onsite registrations/participants:

Additional 1-day registrations/participants:

Additional online registrations/participants:

Fees (with incremental discount):

1 additional onsite registration/participant: 700 CHF

2 additional onsite registrations/participants: 1300 CHF

3 additional onsite registrations/participants: 1800 CHF

1 additional 1-day registration/participant: 400 CHF

2 additional 1-day registrations/participants: 700 CHF

1 additional online registration/participant: 300 CHF

2 additional online registrations/participants: 500 CHF

ADDITIONAL INFRASTRUCTURE:

*Note: indicative prices, to be confirmed upon availability (from external service provider).*

55" TV/Monitor, HDMI, floor stand:   1000 CHF

48" TV/Monitor, HDMI, floor stand:   800 CHF

Wired LAN Internet:   100 CHF

Small high tables:   each 30 CHF

High chairs:   each 25 CHF

ADDITIONAL REQUIREMENTS (storage space, hostesses/helpers/models, pallet jack, etc.)

Please describe/list:

Notes:

**Description, Products’ Images and Logo**

Please send us by email a short description of your company/institution, some products’ images and

your logo (png with transparency), which we can use for the conference website and program.

**Participants**

Please give us the list of names and details of your participants.

*Important note: please provide for each participant a unique email address,*

*which serves as login to access the online conference platform.*

Participants: title (Mr/Ms/Dr/Prof), full name, role/function (e.g. CTO, CEO, etc.), email, registration type

*(Multiple lines ok)*

Note on our email policy: email addresses will NOT be made available/distributed to other parties.

**Prices and Payment Terms**

The prices are indicated in Swiss Francs (CHF) and are inclusive of taxes when/if applicable.

Payment methods: bank transfer on CHF/EUR/USD Swiss bank account; credit cards (VISA, MC,

AMEX, Diners, UnionPay) by secure e-payment system (+6% fees); PayPal system (+6% fees).

Invoicing and payments are possible in CHF, EUR, USD (AMEX, Diners, UnionPay: CHF only).

The current exchange rates will be applied for invoices in EUR, USD.

Payment method:

Bank transfer with IBAN & SWIFT/BIC on USD/EUR/CHF Swiss bank account

Credit card (VISA, MasterCard, AMEX, Diners, UnionPay) by secure e-payment, +6% fees

PayPal payment system, +6% fees

Preferred currency of the invoice and payment:

CHF (Swiss Francs),  EUR (Euro),  USD (US Dollars)

**Modification / Cancellation / Refund Policies**

Upgrades and modifications:

Upgrades of exhibitor levels and modifications of confirmed details (e.g. name of participants)

are possible without limitations and without administration charges/fees.

However, it may happen that some desired modifications will not the possible depending on the case.

Cancellations:

Cancellations received before 15 July 2024 will receive the refund of 75% of the paid fees.

Cancellations received until 15 August 2024 will receive the refund of 50% of the paid fees.

Cancellations received until 15 September 2024 will receive the refund of 25% of the paid fees.

No refunds will be made for cancellations received after 15 September 2024.

Refunds will be made by bank wire transfer in CHF, refunds directly on credit cards will not be possible.

**Event Postponement / Cancellation Policy**

In case of event postponement or event cancellation, the following two options will be given

to confirmed exhibitors & sponsors:

• Transfer of the agreement with equal conditions and without any additional costs

to the event at postponed dates or to the event of next year.

• Cancellation of the agreement and refund of all paid fees in CHF by bank transfer in CHF,

less 6% credit card charge (if applicable, for payments made by credit card).

**Responsibility**

The exhibitor is fully responsible for the equipment/material exhibited at the venue. It is specifically understood that the exhibitor assumes responsibility and liability for any damage caused by its equipment/material.

**Release/Notice of Filming and Photography**

By attending and entering 3DBODY.TECH 2024 Conference & Expo, you are entering an area where photography, audio, and video recording may occur. By entering the event premises, you consent to such recording media and its release, publication, exhibition or reproduction.

**General Terms & Conditions, Privacy Policies**

Please refer to the terms available at our website at <https://3dbody.tech/terms.html>

**Responsible/Contact Person**

Name and position:

Telephone:

Email:

Place and date:

Please save the filled form and send it to the conference office by e-mail: [info@3dbody.tech](mailto:info@3dbody.tech)

**Contact Details**

Conference office: HOMETRICA CONSULTING - Dr. Nicola D’Apuzzo

Contrada Maggiore 2, 6612 Ascona, Switzerland

Tel.: +41.91.791.5524

Conference website: [www.3dbody.tech](http://www.3dbody.tech)

Conference email:

[info@3dbody.tech](mailto:info@3dbody.tech)

**3DBODY.TECH 2024 - Levels and benefits for exhibitors**

**GOLD exhibitor**

Ideal for manufacturers exhibiting large equipment (e.g. 3D full body scanner).

3200 CHF basic fee,

with 9m2 (100ft2) exhibition space, 3 onsite and 1 online registrations/participants, virtual booth,

short presentation at the opening and multiple presentations at the technical sessions.

Limited places of this exhibitor and sponsor level are available (FCFS policy).

The following benefits are offered:

- 9m2=3x3m (100ft2=10x10ft) space at the technical exhibition during 2 full days

- larger exhibition space possible: 150 CHF per additional m2

- provided: tables (desk size), chairs, electric plug, dedicated WiFi

- 3 onsite registrations/participants, 1 online registration/participant

- additional registrations/participants possible: see the fees below

- multiple presentations at the technical sessions

- short presentation at the opening session

- live demonstration streamed and recorded

- virtual exhibition booth on the online conference platform

- access to the online conference platform for all registered participants

- logo, link and short description on conference website and program

**SILVER exhibitor**

Ideal for manufacturers exhibiting portable/desktop equipment or for providers of solutions and systems.

2000 CHF basic fee,

with 4m2 (42ft2) exhibition space, 2 onsite and 1 online registrations/participants, virtual booth,

short presentation at the opening and 1 presentation at the technical sessions.

Limited places of this exhibitor and sponsor level are available (FCFS policy).

The following benefits are offered:

- 4m2=2x2m (42ft2=6.5x6.5ft) space at the technical exhibition during 2 full days

- larger exhibition space possible: 150 CHF per additional m2

- provided: 1 table (desk size), 2 chairs, electric plug, dedicated WiFi

- 2 onsite registrations/participants, 1 online registration/participant

- additional registrations/participants possible: see the fees below

- 1 presentation at the technical sessions

- short presentation at the opening session

- live demonstration streamed and recorded

- virtual exhibition booth on the online conference platform

- access to the online conference platform for all registered participants

- logo, link and short description on conference website and program

**BRONZE exhibitor**

Ideal for small firms demonstrating solutions or portable 3D body scanning equipment.

1000 CHF basic fee,

with 2m2 (21ft2) exhibition space, 1 onsite and 1 online registration/participant, virtual booth, 1 presentation.

Limited places of this exhibitor and sponsor level are available (FCFS policy).

The following benefits are offered:

- 2m2=2x1m (21ft2=6.5x3.3ft) space at the technical exhibition during 2 full days

- larger exhibition space possible: 150 CHF per additional m2

- provided: 1 table (desk size), 2 chairs, electric plug, dedicated WiFi

- 1 onsite registration/participant, 1 online registration/participant

- additional registrations/participants possible: see the fees below

- 1 presentation at the technical sessions

- live demonstration streamed and recorded (upon availability)

- virtual exhibition booth on the online conference platform

- access to the online conference platform for all registered participants

- logo, link and short description on conference website and program

**VIRTUAL exhibitor**

Ideal for manufacturers or solution providers not participating onsite at the conference & expo.

800 CHF basic fee,

with 1 online registration/participant, virtual booth, 1 (online) presentation.

Unlimited places of this exhibitor and sponsor level are available.

The following benefits are offered:

- 1 online registration/participant

- additional registrations/participants possible: see the fees below

- 1 (remote/online) presentation at the technical sessions

- virtual exhibition booth on the online conference platform

- access to the online conference platform for all registered participants

- logo, link and short description on conference website and program**Notes on registration**s/participants

- All the participants of exhibitors have to be registered.

- All exhibitors packages includes a number of registrations/participants.

- Additional registrations/participants can be added as option.

- Onsite registrations give access to all sessions, the exhibition, the online conference platform with all its contents

(during and 30 days after the conference), the conference proceedings and include coffee brakes and lunches.

- Online registrations give access to the online conference platform and the conference proceedings.

**Additional registrations/participants** (incremental discount)

- 1 additional onsite registration/participant: 700 CHF

- 2 additional onsite registrations/participants: 1300 CHF

- 3 additional onsite registrations/participants: 1800 CHF

- 1 additional 1-day registration/participant: 400 CHF

- 2 additional 1-day registrations/participants: 700 CHF

- 1 additional online registration/participant: 300 CHF

- 2 additional online registrations/participants: 500 CHF

**Additional infrastructure, options for GOLD, SILVER, BRONZE exhibitors**

Additional exhibition space:

- 150 CHF for each additional 1m2 (10ft2)

Additional infrastructure:

*Note: indicative prices, to be confirmed upon availability (from external service provider)*

- 1000 CHF for 55” TV/Monitor, HDMI, floor stand

- 800 CHF for 48” TV/Monitor, HDMI, floor stand

- 100 CHF for wired LAN Internet

- 30 CHF for small high table (each)

- 25 CHF for high chairs (each)

The following options are offered upon request:

- storage space at the venue, hostesses/helpers/models, pallet jacks, other infrastructure

**Prices and payment**

The prices are indicated in Swiss Francs (CHF) and are inclusive of taxes when/if applicable.

Payment methods:

- Bank transfer in CHF/EUR/USD with IBAN & SWIFT/BIC on CHF/EUR/USD Swiss bank account.

- Secure e-payment in CHF/EUR/USD for credit cards VISA, MasterCard, AMEX (CHF only), Diners (CHF only),

Discover (CHF only), UnionPay (CHF only) and mobile payments MasterPass, Twint (CHF only). Note: +6% fees.

- PayPal in CHF/EUR/USD. Note: +6% fees.

**Modification / cancellation / refund policies**

Upgrades and modifications:

- Upgrades of exhibitor levels and modifications of confirmed details (e.g. names of participants)

are possible without limitations and without administration charges/fees.

- However, depending on the case, it may happen that some desired modifications will not the possible.

Cancellations:

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- Transfer of the agreement with equal conditions and without any additional costs

to the event at postponed dates or to the event of next year.

- Cancellation of the agreement and refund of all paid fees in CHF by bank transfer in CHF,

less 6% credit card charge (if applicable, for payments made by credit card).

**Responsibility**

The exhibitor is fully responsible for the equipment/material exhibited at the venue. It is specifically understood

that the exhibitor assumes responsibility and liability for any damage caused by its equipment/material.

**ATA Carnet**

We suggest exhibitors to apply for a ATA Carnet, an international customs and temporary export-import document.

It is used to clear customs without paying import taxes on merchandise that will be re-exported within 12 months.

**Summarize/comparison table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **GOLD**  **exhibitor** | **SILVER**  **exhibitor** | **BRONZE**  **exhibitor** | **VIRTUAL**  **exhibitor** |
| Basic fee | 3200 CHF | 2000 CHF | 1000 CHF | 800 CHF |
| Included exhibition area | 9m2=3x3m (100ft2=10x10ft) | 4m2=2x2m (42ft2=6.5x6.5ft) | 2m2=2x1m (21ft2=6.5x3.3ft) | - |
| Included infrastructure | tables (desks), chairs, el. plug, dedicated WiFi | 1 table (desk),  2 chairs, el. plug, dedicated WiFi | 1 table (desk),  2 chairs, el. plug,  dedicated WiFi | - |
| Included onsite registrations/participants | 3 | 2 | 1 | - |
| Included online registrations/participants | 1 | 1 | 1 | 1 |
| Virtual exhibition booth | yes | | | |
| Included accesses to the online conference platform | 6 | 4 | 2 | 1 |
| Additional exhibition space | 150 CHF each 1m2 (10ft2) | | | - |
| Additional onsite registrations/participants | +1: 700 CHF, +2: 1300 CHF, +3: 1800 CHF | | | - |
| Additional 1-day registrations/participants | +1: 400 CHF, +2: 700 CHF | | | - |
| Additional online registrations/participants | +1: 300 CHF, +2: 500 CHF | | | |
| Presentations at technical sessions of the conference | yes multiple | yes | yes | yes (online) |
| Short presentation at  the opening session | yes | yes | - | - |
| Demonstration streamed live  and recorded | yes | yes | yes  (upon availability) | - |
| Information on  website and program | logo, text, link | | | |

*HOMETRICA CONSULTING - Dr. Nicola D'Apuzzo, Switzerland, 2024*