



FIG Working Week 2024



19-24 May

Accra, Ghana

Your World, Our World: Resilient Environment and Sustainable Resource Management for All

RESERVATION FORM

Company Name	Invoice Address
Representative/ Contact Person for exhibition Purpose	Country
E-mail	Website
Tel.	
VAT-ID-No. (compulsory for EU)	Your order reference number (if necessary)

Preferred stand location no. _____ (The preferred stand allocation is not binding)
Alternative stand location no. _____ (if first choice is not available)

Type	Price USD (non-FIG/GhiS/LISAG members)	Quantity	Total USD + VAT
6 sqm booth	2.300 (2.700)		

EXHIBITOR NAME
(Name of your organisation for the Programme book and the online exhibitors' list):

NAME ON STAND if applicable (max. 20 letters):



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SPONSORSHIP PACKAGES

Package	Price USD (non-FIG Members)	Quantity	TOTALS
Platinum Sponsor	20,000 (24.000)		USD
Gold Sponsor	10,000 (12.000)		USD
Silver Sponsor	7,000 (8.400)		USD
Bronze Sponsor	3,000 (3.600)		USD
Gala Dinner Sponsor	10,000		USD
Welcome Reception Sponsor	10,000		USD
Pre-event sponsor			USD
Conference Bag Sponsor	8,000		USD

Optional choices: Four (4) items included in the platinum sponsorship	Optional choices: Three (3) items included in the gold sponsorship	Optional choices: Two (2) items included in the silver sponsorship	Optional choices: One (1) item included in the bronze sponsorship
Plenary Session—flyer on seats** <input type="checkbox"/>	Conference bag Writing Pads and Pen Sponsor** <input type="checkbox"/>	Lunch Break Sponsor** <input type="checkbox"/>	
Newcomers' session – recognition** <input type="checkbox"/>	Conference bag gift** <input type="checkbox"/>	Lanyard** <input type="checkbox"/>	
Speakers Preparation Room - recognition** <input type="checkbox"/>	Conference bag leaflet** <input type="checkbox"/>	Branded Water bottles** <input type="checkbox"/>	
Programme Book advertisement (half page)* <input type="checkbox"/>	Staff t-shirt** <input type="checkbox"/>		

* You as sponsor will provide the promotional material to the FIG Office/LOC.

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PAYMENT OPTIONS Payment must be made in USD by:

Credit Card (Visa, Eurocard, MasterCard)

Bank transfer

Bank name: Danske Bank Erhverv – Hillerod Branch
IBAN: DK 58 3000 2188849922
Acc. No. 2188849922
SWIFT_BIC: DABADKKK
Account holder: International Federation of Surveyors

By signing, I confirm that I agree with the exhibition policies, as outlined here below. The signed Reservation Form constitutes a legally binding contract for both parties.

.....
Place and Date

.....
Name and Surname
of the representative in charge (in capital letters)

.....
Authorised signature

Please send this reservation form to:

International Federation of Surveyors
Kalvebod Brygge 31-33
DK-1780 Copenhagen V
DENMARK

Via email: FIG@fig.net / fig@fig.net

An acknowledgement, terms and conditions and confirmation will follow.

Sponsorship Booking & Payment Conditions

Sponsorship will be allocated only on receipt of signed Sponsorship Booking Forms. A letter of confirmation will be provided to confirm the booking, together with an invoice. The balance is due and payable by the stated due date. All monies are payable in USD.

Possible payment methods are bank transfers and payment by credit card. Cheques will not be accepted. All monies due and payable must be received by the FIG Office prior to the event. No company will be listed as a Sponsor in any Working Week material until full payment and a booking form have been received by the FIG Office.

CANCELLATION POLICY: In the event of cancellation, a service fee of 50% of the total fees applies for cancellations prior to 19 February 2024. No refunds will be made for cancellations after this date. After sponsorship has been confirmed and accepted, a reduction in sponsorship is considered a cancellation and will be governed by the above cancellation policy.

No Sponsor shall assign, sublet or apportion the whole or any part of their sponsorship package except upon prior written consent of the FIG Office. Sponsorship monies will facilitate towards the successful planning and promotion of the Working Week in addition to subsidising the cost of management, communication, invited speakers, program and publications. Sponsorship monies are not expended on any entertainment incurred which is incidental to the activities of the Working Week.

The sponsorship packages are based on a physical conference. The uncertainty of the development of the COVID-19 pandemic remains which may cause the conference potentially to be forced to be transferred partly or in full to an online platform. The FIG Office reserves the right to change the content of the Sponsorship to fit to an online setting. In case the FIG Working Week 2024 is cancelled due to covid-19 the FIG office reserve the right to give sponsors the options of transferring their sponsorship to the Working Week 2025 or get 50% of the total fees refunded.

Privacy Statement – YES I consent to my details being shared with suppliers and contractors of the event to assist with my participation, being included in participant lists and for the information distribution in respect to other relevant events organised by the International Federation of Surveyors, FIG.

Exhibition booking & Payment Conditions

Exhibition space will be allocated only on receipt of signed Booking Forms. A letter of confirmation will be provided to confirm the booking, together with an invoice. The balance is due and payable by the stated due date. All monies are payable in USD.

Possible payment methods are bank transfers and payment by credit card. Cheques will not be accepted. All monies due and payable must be received by the FIG Office prior to the event. No exhibition participants will be allowed to either begin move-in operations or be listed in the on-site publications until full payment and a booking form have been received by the FIG Office.

CANCELLATION POLICY: In the event of cancellation, a service fee of USD 1,000.00 applies (per exhibition booth booking) to cancellations prior to 19 February 2024. No refunds will be made for cancellations after this date. After space has been confirmed and accepted, a reduction in space is considered a cancellation and will be governed by the above cancellation policy. Reduction in space can result in relocation of exhibition space at the discretion of the FIG Office.

The FIG Office reserve the right to rearrange the floor plan and / or relocate any exhibition space without notice. The FIG Office will not discount or refund for any facilities not used or required. No exhibition participant shall assign, sublet or apportion the whole or any part of their booked space except upon prior written consent of the FIG Office.

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