



## Sponsorship / Exhibition Application Form

### 2020-2022 Board of Directors

- Marijke Gordijn, PhD (president)
- Christian Cajochen, PhD
- Renske Lok, PhD
- Katherina Wulff, PhD
- John Gottlieb, MD
- John Hanifin, PhD
- Corrado Garbazza, MD
- Mirjam Münch, PhD

### General Information

<b>Congress Venue:</b>	The University of Manchester Alliance Manchester Business School (AMBS) Barnes Wallis Room
<b>Organization:</b>	Registration for the 3-day scientific program that includes all coffee breaks and lunches. The main program is held in one location to ensure maximal exposure of our exhibitors.
<b>Website &amp; Materials:</b>	All sponsors and exhibitors will be first listed with respect to their sponsorship level and then alphabetically.
<b>Exhibition Space:</b>	The space allocation will be provided in late May 2022. Priority locations will be allocated with respects to sponsorship levels.
<b>Participants:</b>	The total number of delegates is expected to be between 120-150 participants.
<b>Congress Bags:</b>	Each participant will receive a congress bag; flyers, pens, and promotional items can be distributed from all sponsors. More information to follow.

### Gold

- \$10,000 (max 1)
- Industrial symposium (1h)
- 1 Table reserved (premiere location)
- Materials provided on each dinner table
- Up to 3 registration badges
- Up to 3 banquet invites
- Premier location of exhibition
- Premier placement of logo on all printed materials

### Silver

- \$5,000 (max. 3)
- Up to 2 registration badges
- Up to 2 banquet invitations
- Premier exhibition location
- Premier location of logo (materials)
- Lunch sponsor

### Bronze

- \$3,000 (max. 4)
- 1-Session Coffee Break
- Signage provided during break
- 1 registration badge
- 1 banquet invitation
- Exhibition location
- Logo on congress materials

### Friend Sponsor

- \$1500
- 1 congress registration
- Exhibition table
- Logo on congress materials

### Poster Prize

- \$750 (max.3)
- Named sponsor of Poster/ Abstract prize
- Logo on congress materials
- Prize = \$500



**SLTBR**

Society for Light Treatment  
and Biological Rhythms

**Manchester, United Kingdom**

**June 23-25, 2022**

## **Rules & Guidelines for Sponsors and Exhibitors**

### **Exhibition Space**

- Each sponsor/exhibitor will be provided a table and 2-3 chairs. Electricity will also be made available.
- Please note that the tables may or may not be covered with linens. So, please prepare accordingly.

### **Installation / Removal of materials**

- All sponsors/exhibitors are able to set-up no earlier than 0800 on Thursday, June 23, 2020.
- Regarding breakdown of the spaces, the earliest would be on Saturday, June 25, 2022 after lunch but the latest would be 30 minutes after the closure of the scientific program.
- All tables and space must be left in the same condition that they were found. In other words, please do not leave any flyers, materials or garbage on your table(s) prior to leaving.

### **Insurance**

- All sponsors/exhibitors are responsible for any damage that any of their equipment or materials causes. Each sponsor/exhibitor is responsible for his/her equipment and if left unattended, the congress does not assume any responsibility of loss, theft, or damage. The sponsor/exhibitors are held fully responsible for any harm that their device, products or materials cause to any person. The congress organizer assumes no liability for such instances.

### **Payment Requirements**

- Upon confirmation of the sponsorship contract (to be provided after application is completed and submitted), the total payment of the confirmed sponsorship amount will be invoiced in May 2022.
- The total payment is due upon receipt of invoice with no exceptions. Should the above terms not be respected, the congress organizing committee will be entitled to terminate the agreement without any responsibility, obligation, and in certain cases, will keep the partial payment of any sponsorship amount.

### **Cancellation Policy**

- In case the sponsor/exhibitor would like to cancel the agreement or is unable to participate in the meeting, the sponsor/exhibitor must inform the congress organizing committee in writing as soon as possible.
- Regarding a refund, each situation will be handled on a case-to-case basis depending on the reason for not attending and the date of notification in reference to the congress dates.
- In case that the congress must be cancelled, due to "force majeure" or due to new restrictions to prevent spreading of COVID-19, a reimbursement of sponsorship amounts will be provided to sponsors/exhibitors in the amount that they have paid. No additional compensation will be provided to cover any costs or fees that the sponsor/exhibitor have accrued to participate in the congress. The board of the SLTBR will decide in May 2022 latest, whether or not the congress organization will proceed as planned.



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## Return Form

Please return this form by **Monday, April 4<sup>th</sup>, 2022**

### Contact

Marijke Gordijn, president SLTBR

[SLTBR.contact@gmail.com](mailto:SLTBR.contact@gmail.com)

P: +31 50 2111946

Desired sponsorship level	
Company Name	
VAT Number	
Street	
Postal Code	
City	
Country	
Phone	
Fax	
Email	
Contact / Responsible	
Name of delegate	

**Please send by email to**  
**SLTBR.contact@gmail.com**