



Call for Exhibition

The third edition of the World Congress for Middle Eastern Studies, **WOCMES Barcelona 2010**, cordially invites organisations to participate in its Book Exhibition. The Congress is an opportunity to exhibit your organizations and publications to a number of specialists from around the globe.

The Book Fair will be held in a strategic area of the Wocmes Barcelona 2010 venue, to assure ease of access to all participants and thus maximal exposure for exhibitors.

In order for us to optimise the set up of the exhibition space, requests for booths are kindly expected to be submitted by May 18th 2010. Booths will be allocated on a first-come first-served basis.

General information and conditions of participation in the exhibition are described in this document.

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GENERAL INFORMATION

Dates and Schedule

Congress: 19 - 23 July 2010
Exhibition: 19 - 23 July 2010

Set up times:

- Sunday 18, 2010: from 15.00 to 17.00 h

Exhibition hours:

- Monday 19 July, 2010: from 10.00 to 19.00 h
- Tuesday 20 July, 2010: from 10.00 to 19.00 h
- Wednesday 21 July, 2010: from 10.00 to 19.00 h
- Thursday 22 July, 2010: from 10.00 to 19.00 h
- Friday 23 July, 2010: from 10.00 to 17.00 h

Dismantling times:

- Friday 23 July, 2010: from 17.00 h

Venue

The Book Fair will be held at the congress venue:

Universitat Autònoma de Barcelona
Faculty of Philosophy & Letters
08193 Cerdanyola del Vallès, Barcelona
Spain

Terms and Conditions of Exhibiting

Exhibitors are requested to pay particular attention to the Exhibition General Regulations contained in this prospectus. Signature of the Exhibition Application Form implies acceptance of these conditions.

Exhibition Coordinator

For further information on the exhibition and to book your space, please contact:

Ms. Judith García: wocmes2@mondial-congress.com

Phone: +34 932 212 955

Fax: +34 934 592 059

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Booking Information

Exhibition modules from 2, 4 and 6 lineal metres are available mounted as it is explained below:

Single booth

2 meters (*):500.00 € + Taxes (current tax 16%). This includes:

- 1 table – 2 m. larg
- 2 chairs
- Frieze with name, standarad lettering
- Building and dismantling
- 2 individual registrations (badges)

Double booth

4 meters (*):750.00 € + Taxes (current tax 16%). This includes:

- 2 tables – 4 m. larg
- 2 chairs
- Frieze with name, standarad lettering
- Building and dismantling
- 3 individual registrations (badges)

Triple booth

6 meters (*):1000.00 €+ Taxes (current tax 16%). This includes:

- 3 tables – 6 m. larg
- 3 chairs
- Frieze with name, standarad lettering
- Building and dismantling
- 4 individual registrations (badges)

Information table for free publications (brochures, catalogues, order forms, etc.): 100.00 €+Taxes (current tax 16%)

Booking of exhibition space do not include:

- Stand cleaning, additional furniture, etc.
- Electrical sockets

(*) These booths must have your own supervisor during exhibition hours

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Additional equipment can be requested to the Exhibition coordinator:

Additional chair	25.90 €/unit
Brochure rack	50.75 €/unit
Shelf	60.35 €/unit
Basket	25.90 €/unit
Electrical socket	86.00 €/2 sockets (indivisible)
<i>Taxes to be added (current tax 16%)</i>	

For any other request, please contact also:
Judith García: wocmes2@mondial-congress.com

Corporate Book Displays (CBD)

WOCMES'S Cooperative Book Display (CBD) offers the individual or small publishers the opportunity to display journals, bulletins, books or videos without having to rent a booth space. The common booth will be supervised and staffed by the congress organizers.

Prices and conditions:

- 1 tittle: 20.00 €
 - 2 tittles: 17.00 € per tittle
 - 3-5 tittles: 15.00 € per tittle
 - 6-10 tittles: 12.00 € per tittle (No more than 10 titles can be sent)
- Taxes to be added (current tax 16%)

Display copies - if you want, accompanied by order forms, which will be displayed in the CBD – must arrive to the Exhibition organizer before 12 July, 2010 (see address below). Completed order forms will be collected and send back to the publisher. At the end of the Congress, the display copies will be taken over by the institution responsible for the organization of the Corporate Book Display or sold in the last hours of the Congress.

Book Fair WOCMES Barcelona 2010
Att. Judith García
Rosselló, 303, ático 1
08037 Barcelona – Spain
Ph. + 34 932 212 955

For any other request, please contact also:
Judith García: wocmes2@mondial-congress.com

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ADVERTISING: Special Rate for Book Exhibitors

Exhibitors receive a 50% discount on advertising in the WOCMES Barcelona 2010 program, distributed to up to some 2500 attendees and representatives of the media. (*) (**)

		WOCMES 2010	Book Exhibitors WOCMES 2010
Quarter page	3.5" wide x 4.5" high	210.00 €	105.00 €
Half page (vertical)	3.5" wide x 9.5" high	360.00 €	180.00 €
Half page (horizontal)	7.5" wide x 4.5" high	360.00 €	180.00 €
Full page	7.5" wide x 9.5" high	630.00 €	315.00 €
Double page spread	2 at 7.5" wide x 9.5" high	1140.00 €	570.00 €
Inner front cover page		+ 25%	+ 25%
Inner back cover page		+20%	+20%
Back cover		Reserved	Reserved
Special placement		+10%	+10%
VAT (current tax)		+ 16%	+ 16%

(*) Include visibility on congress portal: logo linked to your web page

(**) Advertising space will be limited

Insert in Congress bag

These bags are distributed to some 2500 attendees of WOCMES Barcelona 2010 and representatives of the media.

DIN A5	Up to 10 sheets	500.00 €
DIN A5	Up to 11-20 sheets	600.00 €
DIN A4	Up to 10 sheets	700.00 €
DIN A4	Up to 11-20 sheets	800.00 €

Taxes to be added (current tax 16%)

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Allocation of exhibition space

The organizers will propose the allocation of exhibition space with respect to the size of the booth requested. A completed application form accompanied by advance payment should be mailed or faxed to ensure reservation. Upon receipt of the application form with payment, space will be confirmed and an invoice for the balance due will be mailed. Advance payment will be refunded if space is fully booked or if the space offered is not acceptable to exhibitors.

Exhibitor registration

To apply for a booth, please complete the agreement and send it back to wocmes2@mondial-congress.com

Payment Methods

Exhibition Modules:

- 50% upon confirmation that your request has been accepted.
- 50% 45 days prior to the Congress, by 5 June, 2010.

Information table, corporative book displays and advertisement:

- 100% upon confirmation that your request has been accepted

By bank transfer to:

Account name: Mondial & Cititravel Congresos, S.L. Account n: 0065-0166-27-0001051593. IBAN Code ES07 0065 0166 2700 0105 1593. SWIFT Code BARCESMM

Comment: "Free of charge for Mondial & Cititravel Congresos". Please send copy of the bank transfer by fax or e-mail.

Cancellation Policy

Cancellations must be sent in writing to:

Mondial & Cititravel Congresos
Rosselló, 303, ático 1
08037 Barcelona – Spain
E-mail: wocmes2@mondial-congress.com

The organizers shall retain:

- 50% of the agreed package cost if the cancellation is made until 60 days prior to the Congress
- 100% of the agreed package cost if the cancellation is made less than 60 days prior to the Congress.

If exhibition space is resold to another company a full refund will be made, the 100.00 € administrative charges.

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Exhibition Agreement

Company

Address

ZP

City

Country

Tel.

Fax.

E-mail

Website:

Vat N.

Contact person

We hereby apply to exhibit at the Congress by booking:

Booth:

Type of module	Rate / module
<input type="checkbox"/> 2 metres	500.00 EUR
<input type="checkbox"/> 4 metres	750.00 EUR
<input type="checkbox"/> 6 metres	1000.00 EUR
<input type="checkbox"/> Information table	100.00 EUR

Cooperative Book Display CDB

Type of CDB	Rate per tittle	Number of tittles	Total
<input type="checkbox"/> 1 tittle	20.00 EUR	1	20.00 EUR
<input type="checkbox"/> 2 tittles	17.00 EUR	2	34.00 EUR
<input type="checkbox"/> 3-5 tittles	15.00 EUR		EUR
<input type="checkbox"/> 6-10 tittles	12.00 EUR		EUR

Advertising in the programme

Advertising Exhibiting at Wocmes	Rate	Type of CDB	Rate
<input type="checkbox"/> Quarter page	105.00 EUR	<input type="checkbox"/> Half page (vertical)	180.00 EUR
<input type="checkbox"/> Half page (horizontal)	180.00 EUR	<input type="checkbox"/> Full page	315.00 EUR
<input type="checkbox"/> Double page spread	570.00 EUR	<input type="checkbox"/> Innver front cover page	+25%
<input type="checkbox"/> Inner back cover page	+20%	Back cover	Reserved
<input type="checkbox"/> Special placement	+10%		

Supported by:

Advertising	Rate	Type of CDB	Rate
<input type="checkbox"/> Quarter page	210.00 EUR	<input type="checkbox"/> Half page (vertical)	360.00 EUR
<input type="checkbox"/> Half page (horizontal)	360.00 EUR	<input type="checkbox"/> Full page	630.00 EUR
<input type="checkbox"/> Double page spread	1140.00 EUR	<input type="checkbox"/> Inner front cover page	+25%
<input type="checkbox"/> Inner back cover page	+20%	Back cover	Reserved
<input type="checkbox"/> Special placement	+10%		

Insert in congress bag

<input type="checkbox"/> DIN A5	Up to 10 sheets	500.00 €
<input type="checkbox"/> DIN A5	Up to 11-20 sheets	600.00 €
<input type="checkbox"/> DIN A4	Up to 10 sheets	700.00 €
<input type="checkbox"/> DIN A4	Up to 11-20 sheets	800.00 €

Details of Payment

Booth	EUR
Cooperative Book Display CDB	EUR
Advertising	EUR
Insert in congress bag	EUR
Subtotal	EUR
VAT (current tax 16%)	EUR
Total	EUR

Payment Methods

Exhibition Modules:

- 50% upon confirmation that your request has been accepted
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Information table, corporative book displays, advertisement and insert in congress bags:

- 100% upon confirmation that your request has been accepted

By bank transfer to

Account name: Mondial & Cititravel Congresos, S.L. Account n: 0065-0166-27-0001051593. IBAN Code ES07 0065 0166 2700 0105 1593. SWIFT Code BARCESMM. Comment: "Free of charge for Mondial & Cititravel Congresos". Please send copy of the bank transfer by fax or e-mail.

In the name of and on behalf of the company, I consent and undertake to comply with the general rules and obligations as an exhibitor from the moment I sign this contract.

Place and date of signature	Company signature and stamp
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Terms and conditions

These terms are the contractual between the Organizer and the Exhibiting Firm.

Application to participate

Application to participate will be considered only if submitted on the appropriate forms, duly completed, signed and accompanied by the necessary payment. Registration will be confirmed insofar as space is available. Applicants will be informed in writing of the acceptance or refusal of their application. In case of refusal, all payments shall be fully refunded.

Obligations and rights of the exhibitor

Registration implies full acceptance of the exhibition regulations by the Exhibitors. Any infringement of these regulations may lead to immediate withdrawal of the right to participate in the exhibition without compensation or refund of sums already paid, and without prejudice to the Exhibitor. By submitting an application to participate, the Exhibitor makes a final and irrevocable commitment to occupy the space allocated and to maintain his/her installation between 18 and 23 July, 2010.

Obligation and rights of the organizer

Application will be considered in order of receipt of applications forms accompanied by payment. The Organizer reserves the right, in case of absolute necessity, to modify the positioning of stands, with no obligation to provide compensation to Exhibitors. The Organizer reserves the right to offer to a different firm any stand or space that has not been occupied by the eve of the opening of the exhibition, with no obligation to provide compensation to the defaulting Exhibitor.

Value Added Tax

The current level of VAT applicable to the services outlined in our proposal is 16% (date: 15 October, 2009). Should the Spanish Tax Authorities decide to change this rate, the Organizer shall apply the relevant percentage in force at the time of invoicing for the services provided.

Exhibition regulations

The Exhibition Manager, acting under direction of the Organizing Committee, has the final decision as to the acceptability of displays. Exhibitors are not to share with others any space allotted to them without prior written consent by the Exhibition Manager. The Organizer reserves the right to limit the space allotted to each Exhibitor. Should any contingency prevent the holding of the exhibition, the Organizer will not be held liable for expenses incurred other than the cost of exhibit space rental fees.

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All exhibits are to be displayed so as to avoid blocking aisles, obstructing adjoining booths, damaging the premises or the leased equipment. Exhibitors are kindly requested to allow sufficient see-through areas, which ensure clear views of surrounding exhibits.

Exhibitors are responsible to carry and keep their materials from/to the booth; a locked meeting room will be at exhibitors' disposal to keep valuable materials.

The Organizers are not responsible of any loss or damage on materials exhibited during the Congress; exhibitors have to secure their materials.

Flammable materials are not to be used. Equipment displayed or demonstrated must be installed with strict adherence to safety measures.

Exhibitors undertake to observe the timetables designated for completion of their display before the exhibition opening and its dismantling at the close of the exhibition. No dismantling or packing of the display before the designated hour is allowed. It is the Exhibitor's responsibility to pack and remove or consign for shipment all items of value prior to leaving their exhibit unattended, otherwise the Organizer will arrange for their removal at the Exhibitor's risk and expenses.

Exhibitors are obliged to ensure that their stands are permanently staffed during the exhibition opening hours, except those that have required an information table.

Payment is to be made in accordance with the conditions of payment of the Exhibition Agreement. Should the Exhibitor fail to make a payment on time, the Exhibition Manager is entitled to end the agreement, to withdraw any previous confirmation of acceptance and to make other arrangements for the stand or seek compensation for non-fulfilment of agreement.

Participation by Exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

Access to the exhibition is authorized on presentation of a badge issued by the Organizer. Exhibitor's badges will not be mailed in advance and may be collected at the Exhibitions Manager's desk.

Exhibition areas and fittings made available to Exhibitors must be handed back in their original condition. In case of damage or loss of equipment provided, or damage to areas occupied, repair and replacement will be charged to the Exhibitor.

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Special decoration or fittings are not allowed. Advertising panels and display are not permitted outside the exhibition areas allotted to Exhibitors.

The Organizer will not approve stands, which do not comply with the accepted standards, until the necessary changes have been made.

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