



«Connecting Worlds»
ICF European Coaching Conference

Geneva, Switzerland 26-27-28 June 2008

ECC 2008 Sponsor & Exhibitor Registration Form

Registration can be made by completing this form in capital letters and mail it to:

ECC2008, 5, chemin du Canal, CH – 1260 Nyon, Switzerland

or fax to +41 22 362 29 77

For info: info@ecc2008.ch

Company details

Company Name:

Managing Director/Owner name:

ICF Contact person:

Street Address:

City:

Zip/Postal Code:

Country:

Email address:

Phone number (+country code):

Fax Number (+country code):

Deposit Payment Agreement

30% Deposit: Swiss francs 1'800

Staff & Participants

Number of support staff for stand only: 1 or 2

1st Staff first and last name:

Email:

2nd Staff first and last name:

Email:

Participant (included in package)

First and last name:

Street Address:

City:

Zip/Postal Code:

Country:

Email address:

Phone number (+country code):

Fax Number (+country code):

***Additional Participant**

First and last name:

Street Address:

City:

Zip/Postal Code:

Country:

Email address:

Phone number (+country code):

Fax Number (+country code):

***Additional participant must register and pay conference fees at <http://www.ecc2008.ch/BookNow.htm>**

Package Order

Please select the Sponsor package or Exhibitor package(s):

- S1 S2 S3 S4 S5 S6 S7
 S8 S9 S10 S11 S12 S13 S14
 Exhibitor Stand

(See **ECC 2008 Sponsor & Exhibitor Offer** for package details and fees - http://www.ecc2008.ch/Marketing_Opportunities.htm)

PAYMENT OPTIONS

_____ **Credit Card (please check):** MasterCard/Eurocard VISA

Account #: _____ **Expiration Date:** _____

Cardholder Name _____

Signature: _____ **3-digit PIN:** _____

I hereby authorize ICF ECC 2008 to debit this credit card account with the amount due.

The following authorization should be filled in if the credit card holder is different from the registrant:

I, _____, authorize the payment of _____ SFr for the Exhibitor package at the ECC 2008.

_____ **Bank Transfer to:**

Account Name: ICF Switzerland - ECC2008

Address: 8880 Waldenstadt, Switzerland

UBS account number: 0235-532141.02G

Clearing: 0235

Swift/BIC: UBSWCHZH80A

IBAN: CH35 0023 5235 5321 4102 G

All payments will be processed in Swiss francs and are subject to current exchange rates. Payment must accompany registration forms or they will not be processed. In case of payment by bank transfer, you should include a copy of the bank's remittance. Please note that banking fees have to be settled by the remitter and you MUST mention your name and the purpose of your payment, so that the money can be assigned to your account.

Order Validation

- Exhibit applications must include at least **30% deposit (SFr 1'800)**
- You will be invoiced separately for the final payment
- All final payments are due by 1 April 2008. Applications received after 1 April 2008 must include full payments upon signature. All payments must be in Swiss Francs (SFr)
- Payment deadline must be met or exhibit package items will be forfeited
- Booth number will be assigned on a first-come first-served basis.
- Until payment in full is received, your exhibit space assignment will not be released. **Space will not be confirmed without final payment.**

Cancellation and Refund Policy

The ECC 2008 reserves the right to decline an application without cause. If an application is refused, the amount paid + transfer expenses will be reimbursed as soon as possible and at the latest 14 days after the payment was received.

All cancellations must be submitted in writing to the following email address: info@ecc2008.ch Cancellations will result in a refund minus SFr 400 administrative fee through 1 April 2008 and a refund minus 50% administrative fee through 15 May 2008. Any cancellations received or postmarked on or after 15 May 2008 will receive no refund. The ECC 2008 will not make any exceptions to this policy.

Liability

Exhibitors must have their own liability insurance. In the event of fire, flooding or theft, no matter how caused, the ECC 2008, nor the Crown Plaza Hotel and their representatives assume no liability for any bodily harm or material damage to products, booths, equipment or decorations occupying any rented space within the building or being moved in or out of the building.

By signing this form, I authorize ECC 2008 & ICF Switzerland to use all registration data given by this form for computerized handling of this conference. I agree with all the above terms and general conditions, as stated on this form as well as outlined on the registration pages at <http://www.ecc2008.ch>.

I understand and agree to the above.

Signature: _____ Date: _____