

**PLEASE COMPLETE AND SEND TO:**

**MCI Suisse SA** - c/o Corentin Ruy - Rue du Pré-Bouvier - 1217 Satigny - Switzerland

**Email:** [corentin.ruy@mci-group.com](mailto:corentin.ruy@mci-group.com)

Please note that all acknowledgements of your company and listing of company name and address will be generated from the following information. It is mandatory to complete and sign this form to confirm your sponsorship. This form will be considered as a contract.

Company:		Company VAT number:
Contact name:		
Address:		
Postal code:	City:	Country:
Telephone:	Fax:	
E-Mail:		
Website:		
P.O. number if applicable:		

**We wish to reserve an open space of 6m<sup>2</sup> : EUR 3,500 + VAT**

**Please specify if your stand must not be located adjacent to a particular competitor:** \_\_\_\_\_

**PAYMENT SCHEDULE**

- All payments must be made in Euros (EUR)  
Please refer to page 22 for complete guidelines

**BY BANK TRANSFER**

Bank: UBS SA - 1211 Geneva 2 - Switzerland  
 Company: MCI Suisse SA for SIOG 2017  
 Account N°: No 369.393.71L  
 Clearing: 240  
 SWIFT: UBSWCHZH80A  
 IBAN: CH180024024036939371L

**BY CREDIT CARD**

Visa, MasterCard and American Express are accepted.  
Please request a Credit Card Authorisation Form.

**CANCELLATION POLICY**

Cancellation and changes to your original booking must be made in writing to MCI.

**FOR CANCELLATIONS MADE**

- Until February 7, 2017 - 25% of total amount will be retained
- From February 7, 2017 to June 5, 2017 - 75% of total amount will be retained
- From June 5, 2017 - 100% of total amount will be retained

- I have read and agree with the SIOG 2017 payment and cancellation conditions above.
- I have taken all the steps to ensure that anyone working on the project is aware of these terms and conditions.

Place and date:

Signature and company stamp: