



wocmes
SEVILLE 2018

World Congress for Middle Eastern Studies



TRES CULTURAS
الثقافات الثلاثة - שלוש התרבויות
FUNDACION

**5th WORLD CONGRESS FOR
MIDDLE EASTERN STUDIES**
Seville, July 16-22, 2018

**YOUR ROOTS.
YOUR HERITAGE.
KNOWLEDGE THAT UNITES.**

BOOK EXHIBITION REGISTRATION FORM & INSTRUCTIONS

BOOTH FEES

Single Booth: 500 € + 21 % taxes

(1,82 m W x 0,75 m D // 71,21 in W x 29,17 in D)

Double Booth: 750 € + 21 % taxes

(3,64 m W x 0,75 m D // 143,5 in W x 29,17 in D)

Shared Booth: 100 € + 21 % taxes

Single Booths are supplied with 1 table, 2 chairs, 1 waste basket and ID sign. Includes 2 individual registrations (badges). Double Booths are supplied with 2 tables, 4 chairs, 2 waste baskets and 2 ID signs. Includes 3 individual registrations (badges). Sharing of booths is allowed between two companies under one unique registration form and payment, being one of the companies the head holder of the contract and responsible of the booth.

Extra badges are available and may be ordered at time of booth registration before May, 18th, 2018. After this date, extra badges can be purchased at WOCMES' registration desk during the celebration of the Congress.

A service kit (with detailed instructions for shipping, electricity, Internet, furniture, etc.) will be emailed approximately 2 months prior to the event.

BOOTH LOTTERY

Booths will be initially assigned by Lottery. By submitting your booth request to the following email address: wocmesbookexhibition@tresculturas.org in due time, your request will automatically be entered into the Lottery, meant to give everyone an equal chance when it comes to the location of the booth in the floor plan.

Return the booth registration form to: **Olga Cuadrado, Book Exhibitor Coordinator**

BADGE POLICY

Badges will get you into all WOCMES functions. Your booth registration entitles you to complimentary badges: Single Booth, 2 badges; Double Booth, 3 badges. Additional badges may be ordered at time of booth registration (2 maximum). The deadline to turn in the registration form is **May 18th, 2018**. After this date, extra badges can be purchased at WOCMES' registration desk during the celebration of the Congress. NOTE: Only authorized persons WITH EXHIBITOR RIBBONS/BADGES are allowed into the Book Exhibition.

BOOK EXHIBITION HOURS

MOVE IN	Sunday, July 15, 2018	10 am - 19 pm
OPEN TO PUBLIC	Monday, July 16, 2018	10 am - 19 pm
OPEN TO PUBLIC	Tuesday, July 17, 2018	10 am - 19 pm
OPEN TO PUBLIC	Wednesday, July 18, 2018	10 am - 19 pm
OPEN TO PUBLIC	Thursday July 19, 2018	10 am - 19 pm
OPEN TO PUBLIC	Friday, July 20, 2018	10 am - 13 pm
MOVE OUT	Friday, July 20, 2018	13 pm - 15 pm

*All exhibitors are required to remain open during Book Exhibition open hours.

IMPORTANT MESSAGE regarding Security

We ask that you be diligent at all times, especially during OPEN hours and if you are exhibiting expensive items. As an added measure, please consider covering your booth with cloths and removing rare or expensive items from your booth when the Book Exhibition is closed.

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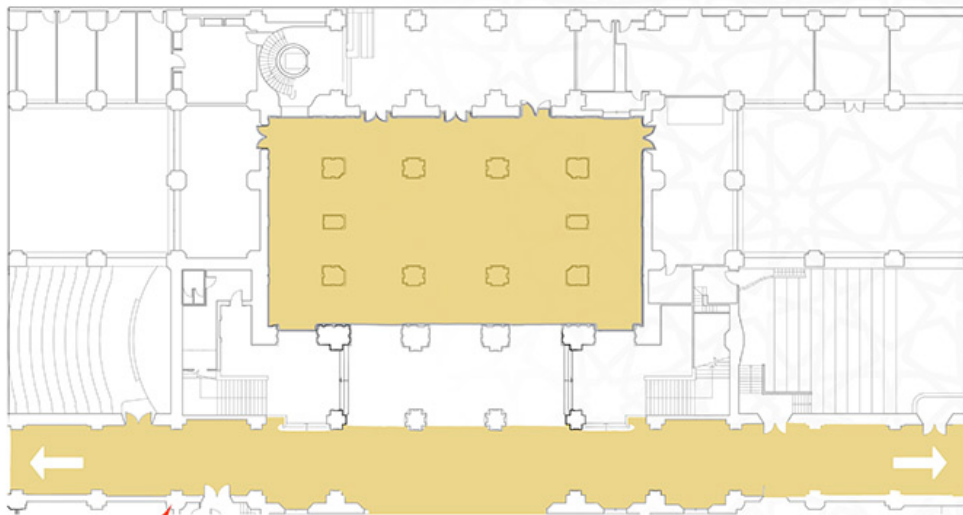
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WOCMES SEVILLE 2018 BOOK EXHIBITION. 16-20 JULY



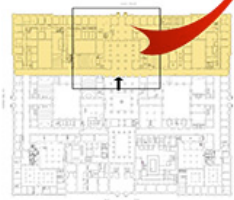
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BOOK EXHIBITION & COOPERATIVE BOOK DISPLAY (CBD) AREA



BOOK EXHIBITION
Single Booth: 500€ + 21% taxes
Double Booth: 750€ + 21% taxes

COOPERATIVE BOOK DISPLAY (CBD)
Registration Fee + 50€ (taxes included)



**PIER PAOLO PASOLINI SPACE
GROUND FLOOR**

- WOCMES reserves the right to make changes to the floor plan if deemed necessary -

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BOOK EXHIBITION RESERVATION FORM
- PLEASE FILL IN AND SUBMIT -

1 Booth ID Sign Company/Organization

2 Contact Information

City State/Country Zip

Email

Phone Fax Tax ID#

Address

Web

4 Exhibition Space

Single Booth: 500€ + 21% taxes Double Booth: 750€ + 21% taxes

Shared Booth Fee: 100€ + 21% taxes (see Agreement of Terms #8)

Sharing with (Company/Organization/s)

Extra Badgets: 100€ per extra badget 2 maximum

A maximum of 2 extra badgets are available and may be ordered at time of booth registration.

Single Booths are furnished with one table, two chairs, one ID sign, one waste basket. Includes two individual registration (badges).

Double Booths are furnished with two tables, four chairs, two ID signes, two wastebaskets. Includes three individual registration (badges).

Extra badges are available and may be ordered at time of booth registration before May 18th, 2018. After this date, badges can be purchased at WOCMES' registration desk during the celebration of the Congress.

3 Booth Attendants

Person 1

Person 2

Person 3

Person 4

5 Payment

Payment should be made by international wire transfer **before May 18th, 2018**. The costs resulting from the international wire transfer will be borned by the participant. Without compliance with the aforementioned requirements, no registration will be valid for participation. 100% will be refunded if written notification is received by **June 1st, 2018** and the management expenses will be deducted of the entire booth rate. Cancellations received after this date are NOT eligible for refund. Please, send all cancellation requests via email to Olga Cuadrado wocmesbookexhibition@tresculturas.org WOCMES Book Exhibition form completely filled in. Proof of payment of the book exhibition fee for all your requests.
- Recipient: Three Cultures of the Mediterranean Foundation (C.I.F. G-41942681)
- Address of the recipient: Pabellón Hassan II - C/ Max Planck 2 - Isla de la Cartuja - Seville 41092. Spain
- Name of the Bank: LA CAIXA
- Bank Address: C/ Sierpes, 85, pl. 2. 41004 - Sevilla
- Bank account number: 2100 9166 72 220015 7964
- IBAN (electronic format): ES1621009166722200157964
- IBAN (paper format): IBAN ES16 2100 9166 7222 0015 7964
- SWIFT / BIC: CAIXESBBXXX

Company/Organization

Full Name

Phone contact

Email contact

Total Amount

Signature

Once you complete an fill in this Book Exhibition Form, please send it to **Olga Cuadrado** bookexhibition@wocmes2018seville.org, and don't forget to envoice a receipt of your success international wire transfer.

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WOCMES BOOK EXHIBITION AGREEMENT OF TERMS RULES, TERMS and CONDITIONS OF EXHIBIT SPACE

1. All exhibitors must comply with the local Fire Department regulations. Electrical and other mechanical apparatus must be muffled so that the noise does not interfere with any other exhibitor. No construction is allowed at sides of booth which may obstruct the view of adjacent booths. All booths must be attended by the Exhibitor's representative(s) during official exhibit hours.

2. To maintain order and assure the general conduct of the exhibits, the following practices are prohibited:

- a. Noise which interferes with other exhibitors.
- b. Use of billboards, signs or any display of material outside the exhibitor's own space (which includes blocking the view of a neighboring exhibitor).
- c. Solicitation of registrants for surveys or any other activity not directly related to the exhibits.

WOCMES reserves the right to refuse any application for exhibit space and the right to curtail any exhibit which does not conform to WOCMES Policy on Exhibits, Advertisements, and Sales listed below.

3. If an exhibitor is not set up by 19 pm Sunday, July 15, 2018, WOCMES may remove materials and store them at the exhibitor's expense. This allows the hall to be prepared for opening to the public at 10 am the following morning. Move out will not start before 13 pm (and should be completed by 15 pm) on Friday, July 20, 2018. Any booth left unattended during the exhibit breakdown will be considered abandoned; any materials in the booth will be discarded. **BOOTHS ARE REQUIRED TO REMAIN OPEN DURING BOOK EXHIBITION OPEN HOURS.**

4. It is agreed that neither WOCMES nor any other organization or persons connected with this convention shall be liable or responsible for any loss, fire, theft, damage, or injury that may occur to the property of the exhibitor or the death or personal injury of exhibitor's employees, agents, servants, guests, or invitees from any cause whatsoever arising out of or from or incident to the use or occupancy of the exhibit area by the exhibitor, or its agents.

5. HOLD HARMLESS CLAUSE

By signing this Agreement of Terms, WOCMES and all Exhibitors have agreed to abide by the following:

Exhibitor shall be fully responsible to pay for any and all damages to property owned by University of Seville or WOCMES or their owners or managers, which results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, University of Seville, WOCMES, and their respective owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include, without limitation, all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, University or any part thereof.

6. Security will be on duty during move in, July 15, 2018 from 10 am - 19 pm, and during Book Exhibition closed hours. Security is not provided during move out or open hours. **ONLY AUTHORIZED PERSONS WITH EXHIBITOR BADGES/ RIBBONS** will be allowed in the Book Exhibition area during move in (which includes the half hour prior to opening). Everyone should exit the exhibit area promptly at closing.

7. **BOOTH ASSIGNMENTS** will be designed through a lottery within the category you have chosen. WOCMES reserves the right to make changes to the floor plan

if deemed necessary.

8. **SHARING OF BOOTHS** is allowed, however WOCMES must be notified of the intent and each company/organization is required to sign this agreement and abide by its terms. Additionally, there will be a 100€ administrative fee added to the booth reservation, taxes included.

9. PAYMENT AND CANCELLATION POLICY

All booths must be paid by May 18th, 2018 by international wire transfers. All costs resulting from the international wire transfers will be borne by the participants. Without compliance with the aforementioned requirements, no registration will be valid for participation.

Refunds for booth cancellations: 100% will be refunded if written notification is received by June 1st, 2018 and the management expenses will be deducted of the entire booth rate. Cancellations received after this date are NOT eligible for refund. Please send all cancellation requests via email to [Olga Cuadrado at bookexhibition@wocmes2018seville.org](mailto:Olga.Cuadrado@wocmes2018seville.org)

10. POLICY ON EXHIBITS, ADVERTISEMENTS & SALES

All items exhibited, advertised, and/or sold under the auspices of WOCMES must be of a nature that they can reasonably be considered to be (1) "tools of the trade" by specialists acting in their professional capacities as faculty, students, and/ or practitioners; (2) of benefit to individual members (e.g., insurance offered at competitive rates because of group membership); or (3) of benefit to WOCMES while insuring that individual members have adequate information regarding cost to subscribers. The character of the exhibits, advertisements, or sales is subject to the approval of the Coordinator of WOCMES Book Exhibition. WOCMES reserves the right to refuse any application for exhibit space, advertising, or sales and to curtail or cancel any such exhibit, advertisement, or sale which in the sole judgment of the Coordinator of WOCMES Book Exhibition does not conform to these guidelines. This policy applies to unacceptable displays, advertisements, and/or sales of novelties and souvenirs, as well as the personal conduct of exhibitors or their representatives.

11. AGREEMENT OF TERMS

As a representative of my company/organization, I agree to abide by all exhibit terms, conditions, and regulations as outlined in this Agreement of Terms.

Signature

Name (please print clearly)

Title

Date

Organized by:



In partnership with:



Official travel agency:

