



29<sup>TH</sup> INTERNATIONAL CONFERENCE ON  
**SOLUTION CHEMISTRY**  
PORTOROŽ, SLOVENIA, AUGUST 21<sup>ST</sup> - 25<sup>TH</sup>, 2005



***Subject: Invitation to participate in Commercial Exhibition  
Advertisements, and/or Sponsorship***

To whom it may concern:

On behalf of the Organizing Committee, we are pleased to invite you to participate as an exhibitor and/or sponsor at 29. **International Conference on Solution Chemistry** <http://www.icsc2005.si>, to be held from August 21<sup>st</sup> to 25<sup>th</sup> in Portorož, SLOVENIA. This world Conference is sponsored by the **International Union of Pure and Applied Chemistry** (IUPAC) and usually attracts from 250 to 350 scientists from all continents. The Conference and exhibition will take place in the new congress centre in Grand Hotel Bernardin (<http://www.h-bernardin.si/>), which provides excellent facilities for such events. The exhibition of your products, instruments, computational hardware and/or software, educational or scientific literature, will complement the scientific program. All sponsors will be widely publicized and together with the exhibitors will have an opportunity to advertise in the conference materials. In what follows we present some of the many options for your company to be visibly present at this important event.

Sincerely,

Professor Vojko Vlachy,  
Chairman of the Organizing Committee



## 1. COMMERCIAL EXHIBITION

### 1.1 Location

The Bernardin Hotel Resort (<http://www.h-bernardin.si/>) is located between the medieval town of Piran and the modern Portorož on the Adriatic coast of Slovenia. The Conference centre is easily accessible by car (highway) or train. The nearest airports suitable for travelling to Portorož are Ljubljana (Brnik) (130 km) and Trieste – Italy (Ronchi) (80 km). The location is characterized by rich Mediterranean vegetation and favourable climate. The conference and exhibition will be located in the Grand Hotel Bernardin\*\*\*\*\*. This new Conference centre provides excellent facilities for scientific meetings. The exhibition hall is situated conveniently next to the session halls and refreshment area (see picture). Poster sessions will be located nearby.

### 1.2 Dates

#### Conference time

Sunday, August 21<sup>st</sup>, 2005 – Thursday, August 25<sup>th</sup>, 2005

#### Opening times

The exhibition will be open for attendance on:

Sun	August 21 <sup>st</sup>	9:00 – 18.00
Mon	August 22 <sup>nd</sup>	9:00 – 18.00
Tue	August 23 <sup>rd</sup>	9:00 – 15.00
Wed	August 24 <sup>th</sup>	9:00 – 18.00
Thu	August 25 <sup>th</sup>	9:00 – 12:00

#### Build up and dismantling

The setting up of stands is tentatively scheduled on:

Saturday, August 20<sup>th</sup>, 2005                      12:00 - 19:00

The dismantling of stands is tentatively scheduled on:

Thu	August 25 <sup>th</sup>	16:00 – 21:00
Fri	August 26 <sup>th</sup>	8:00 – 11:00

Detailed regulations and conditions are given below.

### 1.3 Exhibition desk

The basic exhibition units provided by the organizers are desks (2.4 m x 0.6 m) or poster stands (1 m x 2 m). The provisional location of exhibition is given in the enclosed floor plan (foyer is reserved for the exhibitions as well as for the coffee breaks). The exhibitors may use their own construction, but have to inform the organizers.



### 1.3.1 Rental rate exhibition space:

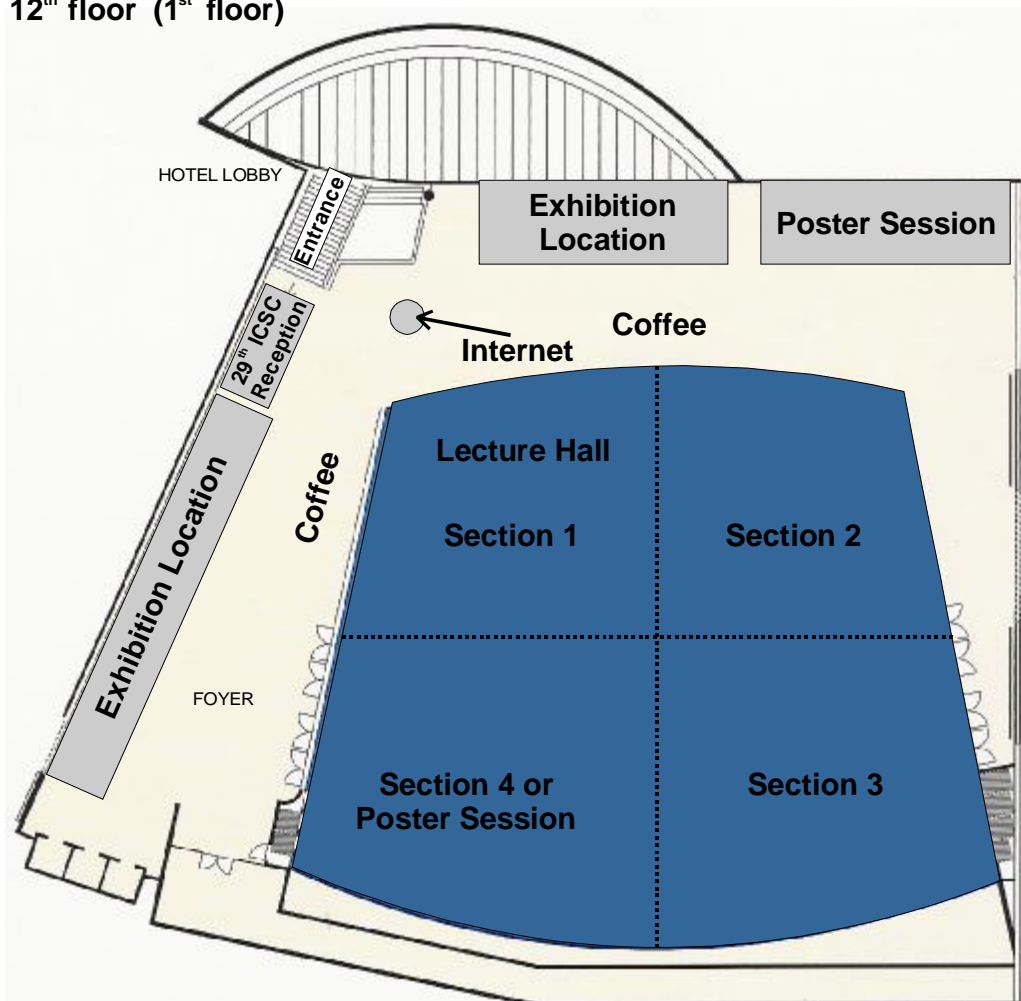
2,500 € (Euro) per area (from 10 – 12 sq. meters) for five exhibition days.

The price includes the desk or a poster stand, listing of exhibitors in official program, exhibitors' badges. Each exhibiting company is entitled to one free registration permitting access to the scientific programme, including the conference material (proceedings book, welcome party, the conference dinner and the conference trip). Other delegates have to pay the registration fee of 140 €.

### 1.3.2 Application

Exhibition space can be booked by completing and returning the enclosed *Exhibition and Sponsor Application Form*. Application will be considered on a first-come first-served basis. Upon receipt of the application form with payment the exhibition location will be confirmed and an invoice for the balance due will be mailed. By signing the *Exhibition and Sponsor Application Form* exhibitors declare their acceptance of the *Regulations and Conditions*.

### 12<sup>th</sup> floor (1<sup>st</sup> floor)





#### 1.4 The presentation without presence of your own staff

The presentation can also be organized without presence of your own staff with the commercial exhibition on a poster (or desk). The Organizing Committee can present all the material sent and shall ensure the proper presentation by one representative (university student) of its staff. The bookseller's order forms, e.g., are filled at place and sent directly to the address of bookseller. We can recommend this form of exhibition if you do not need the presentation by specialists.

**Price:** 1,500 € for five exhibition days.

#### 1.5 Demonstrations

Demonstrations, round—tables, etc. (Organizing Committee is open to your suggestions).

### 2. ADVERTISING

Companies can reserve advertising space in the following publication:

#### 2.1 Web site

Logo with a link (on the official Web site of the conference) 1,000 €

#### 2.2 Book of abstracts

Outside back cover	2,000 €
Inside front cover	1,500 €
Inside back cover	1,000 €
Inside page, facing table of content	800 €

#### 2.3 Conference bag insert

Companies are offered the opportunity to insert a leaflet in the conference bag 750 €

#### 2.4 Event signalling

Advertisements or welcome banners can be installed along the walls of the conference centre.

**Price:** Negotiable.



29<sup>TH</sup> INTERNATIONAL CONFERENCE ON  
**SOLUTION CHEMISTRY**  
PORTOROŽ, SLOVENIA, AUGUST 21<sup>ST</sup> - 25<sup>TH</sup>, 2005



### 3. OTHER SPONSORSHIP OPPORTUNITIES

#### 3.1 Social events

You can be advertised as an exclusive sponsor of the specific event during the conference as for example the Welcome reception, the Conference dinner, the Conference trip, refreshments during breaks.

The sponsors of each event will be mentioned on the Internet, in printed official program, on printed invitations (wherever applies).

**Price:** Negotiable.

#### 3.2 Support of speakers

We would gratefully acknowledge the support of plenary or keynote speaker, working in your field of interests (donation – 1,200 €). Any support for students (toward paying their conference fee) would be appreciated.

The sponsors will be mentioned on the Internet and in printed official program.

#### 3.3 Conference materials

Pens, pencils, paper pads with your logo to be inserted in the conference bags are welcome.

### 4. APPLICATION PROCEDURE

Application for exhibition and/or sponsorship can be made by filling in the enclosed *Exhibition and Sponsor Application Form* and sending it before 15. 4. 2004 to:

Dr. Marija Bešter-Rogač  
29th ICSC Conference Secretary  
Faculty of Chemistry and Chemical Technology  
University of Ljubljana  
Aškerčeva 5, POB 537  
1001 Ljubljana, Slovenia  
Fax: +386 1 2419 437  
Phone: +386 1 2419 410  
E-mail: [bester@icsc2005.si](mailto:bester@icsc2005.si)



## 5. TERMS OF PAYMENT

A deposit of **50%** of the total amount is payable by the exhibitor upon application and the balance is due not later than **June 15<sup>th</sup> 2005**.

Payment to the order of:

**Faculty of Chemistry and Chemical Technology, Ljubljana, Slovenia.**

With the reference:

**0510236 ICSC**

Method of payment by **bank transfer** to the bank account at Banka Slovenije:

**Banka Slovenije  
Slovenska 35  
1505 Ljubljana**

**IBAN SI5601100-6030707992  
SWIFT BSLJSI2X**

## 6. REGULATIONS AND CONDITIONS

In what follows the term “exhibitor” applies to any company or organization that has made a successful application for space allocation or sponsorship. The term “organizer” relates to the Faculty of Chemistry and Chemical Technology, University of Ljubljana, Slovenia.

**HOTEL REGULATIONS** - The exhibitor is to comply with all the regulations of the Grand Hotel Bernardin. Any damage done to the Hotel property has to be covered by the exhibitor.

**APPLICATION** - Confirmation of request for reservation of exhibition space is only valid when made in writing by the exhibitor to the organizer, by returning a completed and signed Exhibition and Sponsorship Application form. Once the signed application for exhibition space/sponsorship package has been accepted by organizer, it becomes legally binding for the exhibitor. Upon receipt of the application form and acceptance of the company as exhibitor, organizer in writing will confirm exhibition space or/and sponsorship.

**AMENDMENT OF THE SITE PLAN** - The organizer shall be entitled to vary the general layout if it is believed by the organizer to be the best interest of the exhibition. The organizer shall consult the exhibitor(s) prior to implementing a change.

**RENTAL RATES** - The rental rates apply to the exhibition space only and not include the rental of other facilities or service.



29<sup>TH</sup> INTERNATIONAL CONFERENCE ON  
**SOLUTION CHEMISTRY**  
PORTOROŽ, SLOVENIA, AUGUST 21<sup>ST</sup> - 25<sup>TH</sup>, 2005



**CANCELATION OR REDUCTION OF EXHIBITION SPACE** - In case of the cancellation received in writing up to **July 15<sup>th</sup> 2005** **90 %** of the total charge will be refunded, providing that the space can be reassigned. After this date no refund is possible.

**SECURITY AND INSURANCE** - The organizer shall not be responsible for the safety of any exhibit or other property of the exhibitor or of any person. The organizer shall not be responsible for the loss, damage or destruction by any cause of the exhibits or other property, or for loss, damage or injury sustained by any exhibits or any other persons. The exhibitor should have his own insurance against any risk, damage, injury or liability.

**STAND DESIGN AND DECORATION** – Special stands (constructions) can be used only in agreement with the organizers.

**DISPOSAL OF WASTE** - It is the responsibility of the exhibitor to ensure that all debris and waste material including boxes for packaging arising from his stand construct are completely removed from the exhibition area prior to the opening of the exhibition.

**SPECIAL HAZARDS** - Volatile or flammable fluids, substances or materials of any nature prohibited by fire regulations or insurance carriers may not be used or displayed in any booth. Equipment displayed or demonstrated must be installed by strict adherence to safety measures.

**HEALTH AND SAFETY AT WORK** - It is responsibility of the exhibitor to ensure that the latest legislation regarding health and safety at work is considered.

**DISMANTLING** -The exhibitor must vacate his exhibition space within the time specified by organizer for exhibition dismantling.

**NATIONAL AND INTERNATIONAL REGULATIONS** - The exhibitor is to comply with all national and international rules and regulations related to advertising and promotion of all products and services as part of the booth. The organizer bears no responsibility for non-compliance of this rule by the exhibitor.

For further information regarding the exhibitions on the 29<sup>th</sup> ICSC, please mail or call:

Mr. Matija Tomšič

Phone: +386 1 2419 435

Fax: +386 1 2419 437

E-mail: [Matija.Tomsic@uni-lj.si](mailto:Matija.Tomsic@uni-lj.si)



29<sup>TH</sup> INTERNATIONAL CONFERENCE ON  
**SOLUTION CHEMISTRY**  
PORTOROŽ, SLOVENIA, AUGUST 21<sup>ST</sup> - 25<sup>TH</sup>, 2005



### Exhibition and Sponsor Application Form:

(Please return this form before 15. 04. 2005)

---

Company/organisation

---

Contact person

---

Full address

---

E-mail:

---

Phone:

---

Fax:

---

### Type of your Participation

Please, specify the type of your participation on the basis of the enclosed *Invitation to participate in Commercial exhibition, Advertisements, and/or Sponsorship*. Please specify also your needs (desk, poster stand, etc.) and the type of your exhibition (scientific instruments, chemicals, books, etc.).

---

---

---

---

---

We accept the *Regulations and Conditions* stated in the enclosed *Invitation to participate in Commercial Exhibition Advertisements, and/or Sponsorship*.

---

Date

---

Signature