



*Biblioteche  
oggi*

**Milan, Palazzo delle Stelline - 12/13 March 2020**

Organization and Secretariat: **Argentovivo srl**

**Via San Francesco d'Assisi, 15 - 20122 Milan - tel. +39 02 89515424 - fax +39 02 40044557 - e-mail: bibliostar@argentovivo.it**

APPLICATION TO PARTICIPATE

ENROLMENT

To participate in **Bibliostar** you need to:

1. fill in this form, in all parts, and return it to **bibliostar@argentovivo.it** within **1<sup>st</sup> November 2019**;
2. pay the first instalment of the fee;
3. pay the remainder of the fee before **13 January 2020**.

Applications not accompanied by payment and/or lacking the necessary signatures and/or not fully filled in will not be considered valid and will not have the discount applied

EXHIBITOR DETAILS

EXHIBITOR'S FULL COMPANY NAME		
Address		Postcode
City		Country
Tel no.	Fax no.	e-mail address
Proprietor or legal representative		
Tax code		VAT no.
Person responsible for participation		
Direct tel. no.		e-mail address

NAME FOR INVOICING (If different from Exhibitor)

OFFICIAL COMPANY NAME		
Address		Postcode
City		Country
Tax code		VAT no.

DETAILS FOR THE EXHIBITION

NAME TO BE SHOWN ON NOTICES (Information panels, Official Catalogue, Communications etc.)		
Address		Postcode
City		Country
Tel no.	Fax no.	e-mail address
Person responsible		Internet site
Together with this information please provide a description of the Exhibitor (400 characters including spaces) to include in the official catalogue. To be sent to <b>bibliostar@argentovivo.it</b>		

DETAILS OF EXHIBITORS GUESTS

NAME TO BE SHOWN ON NOTICES (Information panels, official catalogue, communications etc.)		
Address		Postcode
City		Country
Tel no.	Fax no.	e-mail address
Person responsible		Internet site
Together with this information please provide a description of the Exhibitor (400 characters including spaces) to include in the official catalogue. To be sent to <b>bibliostar@argentovivo.it</b>		

## PARTICIPATION DETAILS

### A. TYPE OF EXHIBITION SPACE

Typology		Combination *		Pre-furnished **		Non-furnished ***
7,5 sq.m (2,5 x 3)	<input type="checkbox"/>	€ 3,910	<input type="checkbox"/>	€2,300	<input type="checkbox"/>	€1,990
10 sq.m (2,5 x 4)	<input type="checkbox"/>	€ 4,485	<input type="checkbox"/>	€3,150	<input type="checkbox"/>	€2,700
12,5 sq.m (2,5 x 5)	<input type="checkbox"/>		<input type="checkbox"/>	€3,990	<input type="checkbox"/>	€3,500
15 sq.m (2,5 x 6)	<input type="checkbox"/>		<input type="checkbox"/>	€4,750	<input type="checkbox"/>	€4,100
17,5 sq.m (2,5 x 7)	<input type="checkbox"/>		<input type="checkbox"/>	€5,460	<input type="checkbox"/>	€4,700
20 sq.m (2,5 x 8)	<input type="checkbox"/>		<input type="checkbox"/>	€6,200	<input type="checkbox"/>	€5,300
22,5 sq.m (2,5 x 9)	<input type="checkbox"/>	€ 7,260	<input type="checkbox"/>	€6,900	<input type="checkbox"/>	€5,900
25 sq.m (2,5 x 10)	<input type="checkbox"/>	€ 7,650	<input type="checkbox"/>	€7,700	<input type="checkbox"/>	€6,900
Meeting area		€ 700				

\* Combination refers to the furnished exhibition space, a full colour page in the exhibition catalogue and a leaflet inserted in the congress participant's bag.

\*\* Pre-furnished exhibition space refers to an exhibition space furnished with recyclable equipment, electrical system and lighting, as shown in the attached layout.

\*\*\* Non-furnished exhibition space refers to the only exhibition area.

### B. ENROLMENT FEE

The **enrolment fee for the exhibition area holders** includes: insertion in the Official Exhibition Catalogue; insertion of company data and any programmes held in rooms at the convention site; a copy of the Official Catalogue; exhibitor badge and sign.

The **enrolment fee for guests** includes insertion in the Official Exhibition Catalogue; insertion of company data on the convention website; exhibitor badge and sign.

Enrolment fee, Area holders Exhibitor	€250
Enrolment fee, Guest Exhibitor	€150 x no. .... Guest exhibitors
<b>Total enrolment fee</b>	<b>€</b>

### C. ADVERTISING

The official **Bibliostar** catalogue, with more than 3000 copies printed, includes the details of exhibitors participating at the event (company data and profile, contact details, useful information and the services and library equipment furnishing companies list, in order to create a catalogue valid for the whole year). It is distributed among exhibitors, journalists and professional visitors taking part in the Convention and sold during the year to the interested librarians.

DESCRIPTION	FORMAT	UNIT COST
<input type="checkbox"/> Inside cover	(15 cm x 20,5 cm)	€ 1,200
<input type="checkbox"/> Inside back cover	(15 cm x 20,5 cm)	€ 990
<input type="checkbox"/> Back cover	(15 cm x 20,5 cm)	€ 1,500
<input type="checkbox"/> Full cover page	(15 cm x 20,5 cm)	€ 900
<input type="checkbox"/> One depliant *		€ 1,185
<input type="checkbox"/> One catalogue *		€ 1,650
<b>TOTAL ADVERTISING</b>		<b>€</b>

\* To be supplied by client.

### D. ROOM RESERVATIONS

Rooms for presentations, located on the first floor of Palazzo delle Stelline, are available for the entire day for exhibiting firms. It is possible to organize a programme of work independently in the rooms which will be published in the Official Exhibition Catalogue and on the convention website. The rooms available can hold 16 or 25 participants and are equipped with table, chairs, screen and Internet link.

Room 16 places *	€ 700 per day x No. .... days
Room 25 places *	€ 800 per day x No. .... days
<b>Total presentation space</b>	<b>€</b>

\* The rooms will be assigned in chronological order, according to request, as long as they remain available.

### E. SPONSORSHIP

Sponsorship	Printing of logo on materials	To be supplied by client
Congress participant's bag	€ 4,200	€ 1,200
Notebook with pen	€ 1,790	
Clipboard	€ 2,340	
Badge cord	€ 3,990	€ 1,000
Trademark *	€ 3,200	

\* Trademark refers to the exclusive printing of the company logo on invitations (10,000 copies), the catalogue contents page, the notice board at the speaker's table and on the site map located at the entrance to the Palazzo near the secretarial office.

## SUMMARY OF PARTICIPATION ORDER

A. MEETING AREA	€
D. ADVERTISING	€
SUBTOTAL	€
E. ROOM RESERVATIONS	€
F. SPONSORSHIP	€
STAMP DUTY	€ 2
SUM TO PAY	€

## BALANCE

The Company also promises to pay, within the time limit fixed by Art. 3 of the General Rules of the Exhibition, the balance of the **SUM TO PAY**, in any case by 13 January 2020.

BALANCE	€
---------	---

## METHOD OF PAYMENT

**Bank transfer** to the account of Argentovivo srl:

CREDEM - Ag. 11 Milano - IBAN IT 16 I 03032 01610 010000000599 - SWIFT CODE BACRIT 21335

I the undersigned, as legal representative of the Company, declare that I have fully viewed the Official Regulations of the exhibition exhibition and, specifically, that I have carefully read and approve articles 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 15 of the above Official Regulations of the Exhibition present on the internet site [www.convegnostelline.it](http://www.convegnostelline.it) (in the area dedicated to Exhibitors) and i declare that i fully approve the General Regulations of the Exhibition.

COMPANY STAMP AND SIGNATURE OF LEGAL REPRESENTATIVE

DATE \_\_\_\_\_

## INFORMATION AND APPROVAL IN ACCORDANCE WITH Law 196/03

Information for interested parties and corresponding approval in accordance with Law 196/03 and subsequent modifications and additions "Protection of persons and other subjects with respect to treatment of personal data" (hereafter referred to as "Law") and in relation to personal data due to be handled, as legal representative of ..... (hereafter referred to as "Exhibitor") we inform you of the following:

1. The data contained in the application and in the details provided for the Official Catalogue will be handled by Argentovivo srl, or delegated company, for purposes of management, statistics, commerce, marketing and credit protection.
2. This data can be communicated to certain third parties (subsidiaries, holding companies, linked companies, businesses, institutions, consortia and associations, operating in Italy or European Union states for purposes of commerce, market research, marketing, publishing or factoring) or distributed via catalogue.
3. The handling of data can be carried out with the aid of electronic or automated means and can consist of any operation or complex of operations among those indicated in Art. 1, paragraph 2, letter b) of the Law.
4. The handling of data by Argentovivo srl is essential for the participation of the Exhibitor at Bibliostar.
5. Article 13 of the Law permits the exercise of specific rights to the interested party, including obtaining confirmation from the proprietor of the existence or not of personal data and their communication in intelligible form; having knowledge of the origin of the data as well as the logic and purpose upon which the treatment is based; obtaining the cancellation, the transformation into anonymous form or the blocking of data treated in violation of the law in addition to the updating, correction or, if required, completion of data; opposing the handling, for legitimate reasons.
6. Identifying data relating to the Proprietor and the Person Responsible, as in Articles 1 and 8 of the Law, can be acquired by writing to the registered office of Argentovivo srl. Acknowledging the information above, in accordance with Articles 11, 20, 22 and 28 of the Law, I consent to the handling of data by Argentovivo srl, as stated in point 1; to the communication of data, as in point 1, to the parties indicated in the above information; to the distribution via catalogue of the data, as in point 1. It is understood that consent is conditional on respect for the provisions of legislation currently in force.

DATE \_\_\_\_\_

COMPANY STAMP AND SIGNATURE OF LEGAL REPRESENTATIVE