

CLA

*25th anniversary
conference*

'Justice at Home and Abroad'

J a m a i c a

Ritz Carlton, Montego Bay
Jamaica

16-19 October, 2008



COMMONWEALTH LAWYERS ASSOCIATION

**Sponsorship, Exhibition &
Advertising Opportunities**

www.paragon-conventions.com/cla08



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INVITATION FROM THE PRESIDENT

Dear Sir/Madam,

I am delighted to offer your organisation a unique opportunity to easily and effectively reach hundreds of the world's leading international legal professionals.

The Commonwealth Lawyers' Association (CLA) will be holding a special 25th Anniversary Conference on October 16-19 in Montego Bay, Jamaica. Entitled "Justice at Home and Abroad," the Conference marks the 1983 establishment of the CLA, an international organisation dedicated to promoting and maintaining the rule of law throughout the Commonwealth.

Featuring two keynote speeches and over a dozen panel sessions, the Conference will examine "Public and Corporate Good Governance" and the "Universality of Human Rights," including challenges to the rule of law in Commonwealth countries such as Pakistan, Zimbabwe and Fiji. In addition, several sessions on "Globalisation and Legal Practice" will be held. In this context, issues such as the "Legal Profession in a Shrinking World," "Cross-border Legal Practice," "Technology and Legal Practice," "Threats to the Right to Privacy," "Erasing Jurisdictional Boundaries," and "Law and Practice of Free Trade" will be addressed.

The Conference will bring together hundreds of representatives of all branches of the legal profession including judges, magistrates, public- and private-sector lawyers, academics, paralegals, and Commonwealth law association executives. With attendees hailing from dozens of countries covering six continents, the Conference represents an ideal international forum for exposing your organization or enterprise to some of the world's top legal professionals. And the Conference's venue at the beautiful resort city of Montego Bay provides a comfortable and attractive setting for marketing your business easily and effectively.

From advertising to conference sponsorship, we offer a range of high-impact promotional packages to make the most of this significant multinational gathering. In addition, organizations can exhibit at the four-day conference, which will be held at the spectacular Ritz-Carlton, Golf & Spa Resort.

Committed to promoting uniform professional ethics standards, the administration of justice, and the protection of human rights, the CLA is a prestigious international organization associated with top legal professionals across the globe. Since the CLA's initial Commonwealth Law Conference in 1955, gatherings sponsored by the association have been ranked among the world's most important international legal events.

If you belong to one of the many sectors catering to global professionals including financial services, travel/tourism, media/publishing, food and beverage, or automotive vehicles, we invite you to take advantage of our diverse promotional opportunities and participate in this special event.

Sincerely,


Ron Heinrich

President, Commonwealth Lawyers' Association



LOCAL ORGANISING COMMITTEE

Dr. Lloyd Barnett, Jamaica
Mr. John Leiba, Jamaica
Mr. Christopher Kelman, Jamaica
Ms. Nancy Anderson, Jamaica
Ms. Justice M. Cole-Smith, Jamaica
Ms. Hilary Phillips, Jamaica
Mr. Allan Wood, Jamaica
Ms. Norma Linton, Jamaica
Mrs. Jacqueline Samuels-Brown, Jamaica
Mrs. Jeanne Robinson-Foster, Jamaica

CONFERENCE SECRETARIAT

Paragon Conventions

18, Avenue Louis-Casai
5th Floor
1209 Geneva, Switzerland
Tel: +41 (0)22 533 0948
Fax: +41 (0)22 580 2953
Email: cla@paragon-conventions.com
Website: www.paragon-conventions.com/cla08

Commonwealth Lawyers' Association

28 Russell Square,
London, WC1B 5DS, UK
Tel: +44 (0)207 862 8824
Fax: +44 (0)207 862 8816
Email: cla@sas.ac.uk
www.commonwealthlawyers.com



PRELIMINARY STREAM LINES

- a) Universality of Human Rights
- b) Globalisation and Legal Practice
- c) Public and Corporate Good Governance

PRELIMINARY CONFERENCE OVERVIEW

Thursday, October 16	
4:30 pm-7:30 pm	Registration
7:30 pm	Welcome Reception

Friday, October 17	
7:15 am	Registration
9:00 am-11:00 am	Opening Ceremony
11:00 am-11:30 am	Refreshments
11:30 am-12:30 pm	Plenary Session
12:30 pm-2:00 pm	Lunch
2:00 pm-3:30 pm	Parallel Sessions
3:30 pm-4:00 pm	Refreshments
4:00 pm-5:30 pm	Parallel Sessions
7:00 pm	Gala Dinner

Saturday, October 18	
9:30 am-10:30 am	Plenary Session
10:30 am-11:00 am	Refreshments
11:00 am-12:30 pm	Parallel Sessions
12:30 pm-2:00 pm	Lunch
2:00 pm-3:30 pm	Parallel Sessions
3:30 pm - 4:00 pm	Refreshments
4:00 pm-5:30 pm	Parallel Sessions

Sunday, October 19	
11:00 am- 12:30 pm	Parallel Sessions
12:30 pm-2:00 pm	Lunch
2:00 pm - 4:00 pm	Closing Session & Ceremony



MARKETING OPPORTUNITIES & BENEFITS SPONSORSHIP PACKAGES

Principal Sponsor – US\$ 50,000/-

Only 1 Principal Sponsor will be appointed – this is the highest profile available and the benefits include:

- ❖ *Exhibition Space*
 - Exhibition space in a prime location in the Conference exhibition area - measuring up to 12 square metres (additional space can be purchased at a reduced cost of US\$ 250 per square meter)
- ❖ *Advertisement*
 - Branding/logo on all pre-Conference marketing and printed materials, including stationery and advertisements.
 - Full page advertisement on inside front cover of the Conference programme
 - Logo and link on Conference website
 - Branding/logo on all conference materials at the event, on stage-sets at the opening and closing ceremonies and at plenary sessions, on backdrops/holding slides in workshop meetings, on registration and directional signage at the conference venue and at social functions (excluding any hosted events)
 - Where supplied, sponsoring company banners may be displayed in meeting rooms and the registration area
 - Insert in the delegate pack
- ❖ *Registration*
 - 3 complimentary passes to attend conference and social functions
 - 2 additional complimentary tickets to attend Gala Dinner
 - Option to provide approved legal speaker at a relevant session
- ❖ *Acknowledgement*
 - Verbal acknowledgement at conference opening and closing ceremonies
 - Special 100 word acknowledgement in the final Conference programme
- ❖ *Conference Logo*
 - The right to use the Conference logo (following supplied guidelines) on relevant Conference material, approved in writing in advance by Secretariat
- ❖ *Participant Lists*
 - Two time use of delegate list post-conference

Additional Sponsorship Opportunities

Exclusive for the Principle Sponsor:

- Conference Proceedings – CD-Rom - *US\$ 20,000*
- Conference Proceedings – Business Programme - *US\$ 30,000*



Gala Dinner Sponsor – US\$ 40,000/-

Exclusive profile at the Gala Dinner and benefits include:

- ❖ *Advertisement*
 - Branding/logo in Conference programme
 - Full page advertisement in Conference programme
 - Significant branding at dinner
 - Logo and link on Conference website
 - Name/logo on menus and dinner tickets
 - Option to provide suitable promotional souvenirs at the dinner
- ❖ *Registration*
 - 2 complimentary passes to attend conference and social functions
 - Table of 10 at Gala Dinner
- ❖ *Acknowledgement*
 - 50 word acknowledgement on inside front cover of menu
 - Verbal acknowledgement at the event
- ❖ *Conference Logo*

The right to use the Conference logo (following supplied guidelines) on relevant Conference material, approved in writing in advance by Secretariat

Welcome Reception Sponsor – \$ 30,000/-

Exclusive profile at the Welcome Reception and benefits include:

- ❖ *Advertisement*
 - Branding/logo in Conference programme
 - Full page advertisement in Conference programme
 - Significant branding at Reception
 - Logo and link on Conference website
 - Name/logo on menus and Reception tickets
 - Option to provide suitable promotional souvenirs at the Reception
- ❖ *Registration*
 - 2 complimentary passes to attend conference and social functions
 - Table of 10 at Gala Dinner
- ❖ *Acknowledgement*
 - 50 word acknowledgement on inside front cover of menu
 - Verbal acknowledgement at the event
- ❖ *Conference Logo*

The right to use the Conference logo (following supplied guidelines) on relevant Conference material, approved in writing in advance by Secretariat



Internet Café Sponsor – US\$ 5,000/-

Exclusive profile at the Internet Café and benefits include:

- Branding/Logo in Conference programme
- Logo and link on Conference website
- Name/logo on Internet Café signage
- Name/logo/corporate message on screen savers on PCs
- Insert in delegate pack
- Full page advertisement of the Internet Café in Conference programme

Stream Sponsor – US\$ 3,000 per stream

Exclusive profile at the stream. Benefits include:

- Branding/logo in Conference programme
- Logo and link on Conference website
- Branding/logo on signage inside/outside stream hall
- Verbal acknowledgement at stream hall
- 10% discount on exhibition space

Delegate Pack Sponsor – US\$ 20,000

Exclusive profile on the bag and benefits include:

- Branding/logo on delegate pack
- Insert in delegate pack
- Branding/logo in Conference programme
- Logo and link on conference website
- Exhibition space in a prime location in the Conference exhibition area - measuring up to 6 square metres
- Full page advertisement in Conference programme
- Special 25 word acknowledgement in Conference programme

Gold Sponsor – US\$ 30,000/-

Maximum 2 Sponsors and benefits include:

- Branding/logo in Conference programme
- Full page advertisement in the Conference programme
- Logo and link on Conference website
- Exhibition space in Conference exhibition area, measuring up to 9 square metres
- Insert in delegate pack and option supply promotional souvenirs
- Special 50 word acknowledgement in Conference programme
- Two time use of delegate list post-Conference
- 2 Complimentary passes to attend Conference and social functions



Silver Sponsor – US\$ 10,000/-

Maximum 4 Sponsors and benefits include:

- Branding/logo in conference programme
- Half page advertisement in Conference programme
- Logo and link on Conference website
- Exhibition space in Conference exhibition area, measuring up to 4 square metres
- Insert in delegate pack
- Special 25 word acknowledgement in Conference programme
- One-time use of delegate list pre or post-Conference
- 1 complimentary pass to attend Conference and social functions

Bronze Sponsor – US\$ 5,000/-

Maximum 6 Sponsors and benefits include:

- Branding/logo in conference programme
- Logo and link on Conference website
- Insert in delegate pack
- Special 25 word acknowledgement in Conference programme
- Exhibition space in Conference exhibition area, measuring up to 4 square metres

Blue (Goodwill) Sponsor – US\$ 400 – US\$ 2,000

Benefits include:

- A page of special thanks listing all contributors on Web-site.
- A page of special thanks listing all contributors in final program.

Mini Programme Sponsor - US\$ 3,000

Benefits include:

- Branding/logo in conference programme
- Logo and link on Conference website

Options are available to sponsor other elements of the Conference such as:

- Opening Ceremony
- Catering Tea / Coffee breaks, lunches. Tea / Coffee breaks, lunches.
- Flowers & Decoration at Opening & Closing ceremonies, Social Functions & Exhibition Hall
- Audio Visual Equipment
- Section cocktail parties and other social events.
- Message Centre

The organisers of the conference reserve the right to remove any of the services listed above in the event that sufficient sponsorship is not received.



EXHIBITION INFORMATION

The exhibition runs as an integral part of the Conference, provides an important resource for delegates to view the most up to date products available to the profession and is a focal point for lunches, refreshment breaks and networking. Space will be limited and allocated on a first come first serve basis with priority being given to sponsors.

A floor plan will be available by 21st July, 2008.

Contact:

Mrs. Yael Ziv
Paragon International
CLA 08' Secretariat
18, Avenue Louis-Casai
5th Floor
1209 Geneva, Switzerland
Tel: +41 (0)22 533 0948
Fax: +41 (0)22 580 2953
Email: yziv@paragon-conventions.com

DATES (Subject to Change)

Set up 15th October, 2008

Exhibition opening hours:

16th October, 2008 - 4:30 pm – 7:30 pm

17th October, 2008 - 9:00 am – 5:30 pm

18th October, 2008 - 9:30 am – 5:30 pm

19th October, 2008 - 11:00 am – 4:00 pm

Dismantling times: 19th October, 2008 – 4:00 pm

Please note that the final exhibition set up, opening and dismantling schedule will be updated in the technical manual.

BOOTH RENTAL

The price for stand space is *US\$ 500* per square meters, minimum of 6 square meters.

This includes:

- One booth unit of 6 square meters (length 3 meters, depth 2 meters) including:
1 table (measuring 80cm width, 180cm length), 2 chairs, 1 standard electric outlet (plug) 220 volt, 2 exhibitor's badges, refreshments during coffee breaks for 2 exhibitors. White shell scheme frame, lighting, electrical socket. Fascia panel with standard lettering
- 100-word company/product profile in the Final Program
- Cleaning of public areas and gangways
- Get-Together Reception for registered exhibitors



RAW SPACE RENTAL

The price for floor space is *US\$ 300* per square meter, minimum of 6 square meters.

This includes:

- Exhibitors' badges
- 100-word company/product profile in the Final Program
- Cleaning of public areas and gangways
- Get-Together Reception for registered exhibitors

Please note that raw space rental does not include any furniture or stand cleaning. All these services and others will be available to order in the Technical Manual.

BOOTH DECORATIONS

Exhibitors are forbidden to extend their booths into the thoroughfare or other areas which were not ordered and paid for by the exhibitor. The booth's height will not extend beyond the height of 2.40 m. Any plan for a height of more than 2.40 m. must receive certified approval in writing from a licensed engineer as well as from the conference organizers.

ALLOCATION OF EXHIBITION SPACE

Space allocation will be made on a "first-come, first-served basis". A completed application form accompanied by advance payment should be mailed / faxed to ensure reservation of a desired location.

Upon receipt of the application form with payment, space will be confirmed and an invoice for the balance due will be mailed. Please note that three alternative choices should be clearly indicated on the application form. Space allocations will be made in the order in which application forms with payment are received. Advance payment will be refunded if space is fully booked or space offered is not acceptable to exhibitors.

EXHIBITOR REGISTRATION

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Two exhibitor badges will be given for the first 9 sq. m. booked, and one badge for every 9 sq. m. thereafter. Any additional exhibitors will be charged an exhibitor registration fee of *US\$ 240*. An exhibitor registration form will be included in the Exhibitor's Technical Manual.

TECHNICAL/EXHIBITOR MANUAL

A technical manual outlining all technical aspects of exhibiting will be circulated 3 months before the conference. It will include the following:

- Technical details about the venue
- Final exhibition details and information
- Contractor details
- Services available to exhibitors and order forms



SITE INSPECTIONS

Exhibitors and sponsors are free to visit the conference venue at their convenience. Please contact the venue directly to arrange this.

EXHIBITOR PROFILE

A 100-word Exhibitor Company/Product profile displayed at the Exhibition will be published in the list of exhibitors in the official program and must be submitted electronically by email to yziv@paragon-conventions.com

PAYMENT METHODS

As detailed above in the Sponsorship section.

TERMS AND CONDITIONS

Terms and conditions are included in the Rules and Regulations (Participation Agreement) appendix.

Please contact the Sponsorship and Exhibition Sales Department to obtain the appendix:

Sponsorship and Exhibition Sales

Paragon Conventions

Contact Person: **Mrs.Yael Ziv**

18, Avenue Louis-Casai

5th Floor

1209 Geneva, Switzerland

Tel: +41 (0)22 533 0948

Fax: +41 (0)22 580 2953

Email: yziv@paragon-conventions.com



ADVERTISING

The final program will be produced in a glossy full color 50 page magazine. Advertising rates as follows:

Inside back cover – **US\$ 3,000**
Full page – **US\$ 2,000**
Half page – **US\$ 1,200**
Quarter Page – **US\$ 600**
One Eighth Page – **US\$ 300**
Insert in delegate pack – **US\$ 1,100**

To advertise contact:

Mrs. Yael Ziv
Paragon Conventions
CLA 08' Secretariat
18, Avenue Louis-Casai
5th Floor
1209 Geneva, Switzerland
Tel: +41 (0)22 533 0948
Fax: +41 (0)22 580 2953
Email: yziv@paragon-conventions.com

All company details, as filled in the form, will be used to advertise the institute/company in the conference program. The form must be filled out and signed by 18 August, 2008 at the very latest and returned to the Secretariat. After this date, neither an exhibition space nor publication in the exhibition's catalogue can be guaranteed.

Once an application is made a contract will be sent to you for completion. This contract should be signed and returned with a 50% deposit payment to the above sponsorship/exhibition office address. Alternatively, an invoice for the deposit can be requested on the booking form. Once this has been received, a confirmation of sponsorship and an invoice will be sent to the sponsor.

TERMS OF PAYMENT

50% due with signed contract.
50% due by 21st July, 2008.

The total amount should be received a week before the opening date of the conference.

PAYMENT METHODS

Option 1: Payment by credit card
Option 2: Payment by check – please make checks payable to:
Paragon Conventions
Option 3: Payment by bank transfer: Details will be available in the invoice
Bank charges are the responsibility of the payee



TERMS AND CONDITIONS

Terms and conditions are included in the Rules and Regulations (Participation Agreement) appendix.

Please contact the Sponsorship and Exhibition Sales Department to obtain the appendix:

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1209 Geneva, Switzerland

Tel: +41 (0)22 533 0948

Fax: +41 (0)22 580 2953

Email: yziv@paragon-conventions.com



GENERAL INFORMATION

CONFERENCE SECRETARIAT

Paragon Conventions
18, Avenue Louis-Casai
5th Floor
1209 Geneva, Switzerland
Tel: +41 (0)22 533 0948
Fax: +41 (0)22 580 2953
Email: cla@paragon-conventions.com
Website: www.paragon-conventions.com/cla08



THE CONFERENCE VENUE

The Ritz Carlton Hotel
Montego Bay, Jamaica

Sequester yourself on a private beach with pristine sand, shimmering waters and lush, green mountains rising in the background. Unwind to the rhythmic sounds of Reggae and treat your palate to authentic Caribbean flavors.

Glide along rivers in the island's lush interior or swim with horses in the ocean spray. Whether you want to laze in the sun or seek out adventure, The Ritz-Carlton in Montego Bay is an idyllic escape and Rose Hall Plantation is the jewel in its crown. Located on 5,000 picture-perfect acres in Jamaica's exclusive Rose Hall, The Ritz-Carlton Golf & Spa Resort, Rose Hall, Jamaica is a AAA Five Diamond Montego Bay resort.

The Ritz Carlton Golf & Spa Resort
One Ritz-Carlton Drive
Rose Hall, St. James
Jamaica, W.I.
Phone: (876) 953-2800
Fax: (876) 518-0110
comments@ritzcarlton.com
<http://www.ritzcarlton.com/en/Properties/RoseHallJamaica>

LANGUAGE

The official language of the conference is English.



REGISTRATION FEES

Registration Fees	Until 15 May 2008	After 15 May 2008 Before 15 August 2008	After 15 August 2008 & Onsite	Amount
Participant from Developed Commonwealth countries*	US\$ 1350	US\$ 1500	US\$ 1650	
CLA members from Developed Commonwealth countries*	US\$ 1200	US\$ 1350	US\$ 1500	
Participant from Developing Commonwealth countries*	US\$ 720	US\$ 800	US\$ 880	
CLA members from Developing Commonwealth countries*	US\$ 640	US\$ 720	US\$ 800	
Participant from the Caribbean countries*	US\$ 540	US\$ 600	US\$ 660	
CLA members from the Caribbean countries*	US\$ 480	US\$ 540	US\$ 600	

* Please see list of countries to establish applicable registration fee on the conference website: www.paragon-conventions.com/cla08

Fees for conference participants include participation in all business sessions and exhibitions, printed material of the conference, an invitation to the Get-Together Reception and Gala Dinner, and coffee breaks.

CANCELLATION POLICY

Refund of Registration Fees will be made upon receipt of a written notification by fax or e-mail only, as follows:

- Until 30 June 2008 - refund less 10%
- From 1 July 2008 to 15 September 2008 - refund less 50%
- After 16 September 2008 - no refund

REGISTRATION AND ACCOMMODATION

The Group Registration procedure will be valid for a group with a minimum of 15 delegates. Individuals and companies interested in additional information about registration or hotel accommodation are kindly requested to contact the Paragon Registration Department:

Registration Department

Paragon Conventions
 18, Avenue Louis-Casai
 5th Floor
 1209 Geneva, Switzerland
 Tel: +41 (0)22 533 0948
 Fax: +41 (0)22 580 2953
 Email: registration@paragon-conventions



Sponsorship and Exhibition Sales Content

Paragon Conventions
 Contact Person: **Mrs.Yael Ziv**
 18, Avenue Louis-Casai
 5th Floor
 1209 Geneva, Switzerland
 Tel: +41 (0)22 533 0948
 Fax: +41 (0)22 580 2953
 Email: yziv@paragon-conventions.com



SPONSORSHIP APPLICATION FORM (Page 1)

Please complete the following information and return to the Exhibition Coordinator:

Tel: +41 (0)22 533 0948
 Fax: +41 (0)22 580 2953
 Email: yziv@paragon-conventions.com

We, the undersigned, express our wish to sponsor at the CLA 25th Anniversary conference the items marked below in accordance with the terms described in the "Terms of Agreement" attached herewith.

Company Name*	
Contact Name	
Address	
Post/Zip Code	
Country	
Telephone	
Fax	
Email	
Website	
Short company description (2 lines max.)	

* Name of the company - as you wish it to appear on all acknowledgments.

I would like to book the following sponsorship items:

Item	Price	✓
Principal Sponsor	US\$ 50,000	
Gala Dinner Sponsor	US\$ 40,000	
Welcome Reception Sponsor	US\$ 30,000	
Internet Café Sponsor	US\$ 5,000	
Stream Sponsor	US\$ 3,000	
Delegate Pack Sponsor	US\$ 20,000	
Gold Sponsorship Package	US\$ 30,000	
Silver Sponsorship Package	US\$ 10,000	
Bronze Sponsorship Package	US\$ 5,000	
Blue (Goodwill) Sponsor	US\$ 400 - US\$ 2,000	
Mini-Program	US\$ 3,000	
Inside back cover	US\$ 3,000	
Full page	US\$ 2,000	
Half page	US\$ 1,200	
Quarter Page	US\$ 600	
One Eighth Page	US\$ 300	
Insert in delegate pack	US\$ 1,100	
Others		
Total Amount (please complete)		
* Prices do not include VAT		



SPONSORSHIP APPLICATION FORM (Page 2)

Name of Company:

- Please call me to discuss our sponsorship package
- Please send me a sponsorship contract and first 50% deposit invoice

Method of Payment:

Credit Card:

Credit card no.: _____

Expiry Date: _____ Type of Card: _____

Name of card holder: _____

Check:

Please make checks payable to:

Paragon Conventions
 18, Avenue Louis-Casai
 5th floor
 1209 Geneva
 Switzerland

Bank Transfer:

Details will be available in the invoice.
 Bank charges are the responsibility of the payee.

Signature and company stamp..... Date.....



EXHIBITION APPLICATION FORM AND CONTRACT (Page 1)

Please complete the following information and return to:
 Exhibition Coordinator
 Tel: +41 (0)22 533 0948
 Fax: +41 (0)22 580 2953
 Email: yziv@paragon-conventions.com

We, the undersigned, express our wish to exhibit at the CLA 25th Anniversary Conference 16-19 October 2008 with the terms described in the "Terms of Agreement" attached herewith.

*Name of Company	
Contact Name	
Address	
Post/Zip Code	
Country	
Telephone	
Fax	
Email	
Web site	
Short company description (2 lines max.)	

* Name of Company —as you wish it to appear on all acknowledgments.

We hereby apply to book exhibition floor at a cost of *US\$ 500* per sq. m. or stand space at a cost of *US\$ 700* per sq. m.

Choice	Stand No	Raw Space/ Booth rental	No. of Square Meters	Total Price
1st Choice				US\$
2nd Choice				US\$
3rd Choice				US\$

Special notes: Please indicate if your stand must be located adjacent to or opposite the following companies, or if special configuration is needed:

.....

- This is a provisional booking. Please hold for 14 days.
- Payment has been made by check/transfer; please forward me final confirmation and invoice.
- Please send me a first deposit invoice for 50% of the total amount due.



EXHIBITION APPLICATION FORM AND CONTRACT (Page 2)

Name of Company: _____

We have read the regulations and agree to observe them and be bound by them.

Method of Payment:

Credit Card:

Credit card no.: _____

Expiry Date: _____ Type of Card: _____

Name of card holder: _____

Check:

Please make checks payable to:
Paragon Conventions
18, Avenue Louis-Casai
5th Floor
1209 Geneva
Switzerland

Bank Transfer:

Details will be available in the invoice.
Bank charges are the responsibility of the payee.

Signature and company stamp..... Date.....