

INTRODUCTION OF FESABID

The Spanish Federation of Societies of Archive Studies, Library Science, Documentation and Museology (FESABID) was created in 1988 under private law as a not-for-profit entity gathering the sector's leading professional associations.

Its main objectives include:

§ Promoting and implementing activities related with libraries, documentation centers, archives and museums.

Fostering cooperation among its members with the intention of facilitating the sharing of information and experience and favoring the improvement of technical services intended fundamentally for users by promoting continuous training, updating and occupational recycling for its members.

Helping create the best possible working conditions for member associations, placing priority on experience sharing and cooperation.

Disseminating information about the jobs archivists, librarians, documentalists and museologists and generally all information professionals do and the importance of their mission in their spheres of action.

FESABID has working groups on intellectual property (the BPI Group, which covers libraries and intellectual property) and standardization (AENOR Committee 50). It also has a group in charge of analyzing the design of the new curricula for degrees in its sphere of interest (Committee for the New Library Science and Documentation Degree) and a group recently created to examine the regulation of libraries and the Spanish library system (Study Committee on the Bill on Reading, Books and Libraries).

Internationally, the Federation is present at prestigious forums such as IFLA (International Federation of Library Associations and Institutions) and EBLIDA (European Bureau of Library, Information and Documentation Associations).

With the years, FESABID has become a valid interlocutor for Spanish, EC and international government agencies and has been involved in legislative processes related with our sphere of action.

At present FESABID's full membership includes thirteen associations, whose ranks number over 7,000 professionals from the sector: libraries, archives and information and documentation centers, as well as related companies and institutions.

The federation's flagship activity is its itinerant Spanish Seminar on Documentation, which has been held biennially since 1990.

The Tenth Spanish Seminar on Documentation will be held at the Palacio Municipal de Exposiciones y Congresos de Galicia, in Santiago de Compostela, on May 9, 10, and 11 under the title "E-information: Integration and Profitability in a Digital Environment." The seminar will take place in parallel with the DOCUMAT 2007 trade fair.

SPONSOR

SPONSORING CONTRACT

SPONSORING COMPANY'S PARTICULARS

Company.....

Tax ID Code.....

Address.....

.....

City/Town..... Postal Code.....

Province..... Country.....

Phone Number..... Fax..... Web Page.....

Contact Name.....

Position..... E-Mail.....

Full name of the sponsoring company

(Exactly as it should appear in the different promotional activities)

.....

Sector

Sector software

Bookstores and distributors

Consulting firms

Electronic document processing

Databases

Computer materials

New technologies

Institutional section

OTHER.....

COST: Euros

16% VAT: Euros

TOTAL: Euros

I would like to pay the total sum minus a 5% discount before June 30, 2006.

I would like to pay 50% of the total sum. I will pay the remaining 50% before March 1, 2007.

I would like to receive a single invoice for the full total.

I would like to have the total broken down into two invoices.

Forms of payment:

Check No. Bank

Please make your check payable to FESABID 2007

Bank transfer to 0182 0972 16 0201511202

Madrid,, 200..... (date)

Signature and stamp (Sponsor)

Signed:

Position:

GENERAL TERMS:

MINIMUM PAYMENT:

- 6,000 euros + VAT

BENEFITS:

- Billing as SPONSOR in:
 - o Tenth Workshop Introduction. Announcement
 - o Program Preview (10,000 copies)
 - o Official Program (1,500 copies)
 - o Minutes (1,500 copies)
 - o Official Web Page
- Free registration (for 3 persons)
- Opportunity to hand out promotional brochure to participants

PAYMENT TERMS

50% at contract signing and 50% before March 1, 2007.

CANCELLATIONS

The Organizer must receive written notice of any sponsor withdrawal before March 1, 2007. Withdrawing sponsors who comply with this deadline are entitled to a refund of 40% of the sum paid.

GENERAL RULES

The term "Sponsor" includes any individual or legal person wishing to sponsor, support or back the FESABID Tenth Documentation Workshop. The term "Organizer" refers to FESABID.

By accepting the sponsoring contract, all sponsors accept these Rules of Participation and the Organizer's instructions.

1. PARTICIPATION

The Organizer invites all companies whose business is considered included in the sectors and products named in the announcement to sponsor the Tenth Workshop.

Any sponsor who fails to meet the established payment dates will lose all rights to sponsorship as contracted, and the Organizer may offer that sponsorship to other companies.

2. ADMISSION

The Organizer reserves the right to refuse admission and may turn down applications that, in its opinion, are unrelated with the Workshop's purposes. If an application cannot be admitted for this reason, the Organizer will refund any sums already deposited.

3. CALLING OFF OR SUSPENSION

If the Workshop is called off due to causes attributable to the Organizer, sponsors shall be entitled to a refund of the sums they have paid up to that time but shall not be entitled to any damages.

Should the Workshop be called off or suspended, temporarily or definitively, in full or in part, due to accidental causes or force majeure (This is understood to include, in addition to the customary definitions, causes originating with third parties, such as strikes, interruptions of utilities and cases of similar seriousness), the cause shall not be considered attributable to the Organizer.

4. ASSIGNMENT OF RIGHTS

Sponsors shall be entitled to the activities stated in the contract.

Said activities may not be transferred or shared.

5. PHOTOGRAPHS

The Organizer's authorization must be secured before taking photographs of or filming at the Workshop.

GENERAL RULES OF PARTICIPATION

ADHERENCE TO THE RULES OF PARTICIPATION

By contracting as sponsors, all sponsors acknowledge that they know and accept these General Rules.

VAT

All invoices the Organizer makes out to the sponsor shall carry VAT at the current legal rate.

LEGISLATION

The Madrid courts have cognisance of any incidents stemming from the announcement or performance of the fair.

SPACE APPLICATION CONTRACT- EXHIBITORS DOCUMAT 2007

INVOICING PARTICULARS

Company.....
Tax ID Code

Address.....
.....
City/Town..... Postal Code.....
Province..... Country.....
Phone Number..... Fax..... Web Page.....
Contact Name.....
Position..... E-Mail.....

Full name of the exhibiting company
(Exactly as it should appear in the different promotional activities and the sign on the stand)

We would like to reserve this space:

Letter: Number:

to occupy as exhibitors at DOCUMAT - Palacio Municipal de Congresos y Exposiciones, Miguel Ferro Caaveiro s/n - San Lázaro – Santiago de Compostela, on May 9, 10 and 11, 2007, and we accept the general conditions on participation appearing on the back of this document.

COST: EUROS

16% VAT: EUROS

TOTAL: EUROS

- I would like to pay the total sum minus the 5% discount before June 30, 2006.
- I would like to pay 50% of the total sum. I will pay the remaining 50% before March 1, 2007.
- I would like to receive a single invoice for the full total.
- I would like to have the total broken down into two invoices.

Forms of payment:

Check No. Bank

Please make your check payable to FESABID 2007

Bank transfer to 0182 0972 16 0201511202

Madrid,, 200... (date)

Signature and stamp (Exhibitor)

Signed

Position:

GENERAL CONDITIONS:

OFFER:

3x2 m² modules

You can engage one or more stands – See enclosed map

SPECIFICATIONS:

- Area per module: 6 m² (3x2)
- Modular aluminium structure
- Melamine panels and front
- Fair carpets with protective plastic
- Sign with standard lettering
- Square roof
- Automatic with 200-220W plug block
- Track lighting with four 100W spotlights

- FURNITURE NOT INCLUDED

- Independently designed stands will receive a 10% discount off the price.

PRICE:

- 2,500 euros + VAT/module

ADDITIONAL SERVICES INCLUDED:

- Nightly security
- Cleaning

OPTIONAL SERVICES (can be engaged for a fee):

- Furniture
- Audiovisual materials
- Decorative graphics, posters
- Plants
- Additional lighting
- Data connections
- Hostesses

If you wish to engage any of the optional services the Workshop Organizer has to offer, you must fill out a contract for that service before April 1, 2007.

BENEFITS:

- Free registration (for 2 persons)
- Inclusion in the DOCUMAT 2007 exhibitor directories
- Inclusion in the DOCUMAT 2007 catalogue directory
- Inclusion on the Workshop's official web page
- A half-page advertisement in the DOCUMAT 2007 catalogue – You must turn in before March 1: logo (B/W – Outline) and digitised text (100 words maximum)

RESERVATION AND ASSIGNMENT OF SPACES:

In strict order of engagement (contracting and payment).

PAYMENT TERMS

50% at contract signing and 50% before March 31, 2007.

CANCELLATIONS

The Organizer must receive written notice of any exhibitor withdrawal before March 1, 2007. Withdrawing exhibitors who comply with this deadline are entitled to a refund of 40% of the sum paid.

“ROUND TABLE” SPONSOR

“Round Table” SPONSORING CONTRACT

SPONSORING COMPANY’S PARTICULARS

Company.....
Tax ID Code

Address.....
.....
City/Town..... Postal Code.....
Province..... Country.....
Phone Number..... Fax..... Web Page.....
Contact name.....
Position..... E-Mail.....

Full name of the sponsoring company
(Exactly as it should appear in the different promotional activities)

.....

Sector

- Sector software
- Consulting firms
- Databases
- New technologies
- OTHER.....
- Bookstores and distributors
- Electronic document processing
- Computer materials
- Institutional section

COST: Euros
16% VAT: Euros
TOTAL: Euros

- I would like to pay the total sum minus a 5% discount before June 30, 2006.
- I would like to pay 50% of the total sum. I will pay the remaining 50% before March 1, 2007.
- I would like to receive a single invoice covering the full total.
- I would like to have the total broken down into two invoices.

Forms of payment:

- Check No. Bank
- Please make your check payable to FESABID 2007
- Bank transfer to 0182 0972 16 0201511202
Madrid,, 200..... (date)

Signature and stamp (Sponsor)

Signed:

Position:

GENERAL TERMS:

MINIMUM PAYMENT:

- 3,000 euros + VAT

BENEFITS:

- Billing as work session SPONSOR in:
 - o Program Preview (10,000 copies)
 - o Official Program (1,500 copies)
 - o Minutes (1,500 copies)
 - o Official Web Page
 - o Sign in the hall where the sponsored Round Table is held
- Free registration (for 2 persons)
- Opportunity to hand out promotional brochure to participants at the sponsored Round

Table

PAYMENT TERMS

50% at contract signing and 50% before March 1, 2007.

CANCELLATIONS

The Organizer must receive written notice of any sponsor withdrawal before March 1, 2007. Withdrawing sponsors who comply with this deadline are entitled to a refund of 40% of the sum paid.

GENERAL RULES

The term "Sponsor" includes any individual or legal person wishing to sponsor, support or back the FESABID Tenth Documentation Workshop. The term "Organizer" refers to FESABID. By accepting the sponsoring contract, all sponsors accept these Rules of Participation and the Organizer's instructions.

1. PARTICIPATION

The Organizer invites all companies whose business is considered included in the sectors and products named in the announcement to support the Tenth Workshop.

Any sponsor who fails to meet the established payment dates will lose all rights to sponsorship as contracted, and the Organizer may offer that sponsorship to other companies.

2. ADMISSION

The Organizer reserves the right to refuse admission and may turn down applications that, in its opinion, are unrelated with the Workshop's purposes. If an application cannot be admitted for this reason, the Organizer will refund any sums already deposited.

3. CALLING OFF OR SUSPENSION

If the Workshop is called off due to causes attributable to the Organizer, sponsors shall be entitled to a refund of the sums they have paid up to that time but shall not be entitled to any damages.

Should the Workshop be called off or suspended, temporarily or definitively, in full or in part, due to accidental causes or force majeure (This is understood to include, in addition to the customary definitions, causes originating with third parties, such as strikes, interruptions of utilities and cases of similar seriousness), the cause shall not be considered attributable to the Organizer.

4. ASSIGNMENT OF RIGHTS

Sponsors shall be entitled to the activities stated in the contract.

Said activities may not be transferred or shared.

5. PHOTOGRAPHS

The Organizer's authorization must be secured before taking photographs of or filming at the Workshop.

GENERAL RULES OF PARTICIPATION

ADHERENCE TO THE RULES OF PARTICIPATION

By contracting as sponsors, all sponsors acknowledge that they know and accept these General Rules.

VAT

All invoices the Organizer makes out to the sponsor shall carry VAT at the current legal rate.

LEGISLATION

The Madrid courts have cognisance of any incidents stemming from the announcement or performance of the fair.

