

Dear participant,

We are kindly asking your attention for the following: if you would like to make an (additional) order for the construction or decoration of your stand at the exhibition mentioned above, **please complete this form with the requested information, choose your method of payment and send it as a coversheet along with your orderforms to the selected supplier.** The appropriate address is mentioned at every form. When several suppliers are selected, this means you'll have to use the coversheet several times!

If a supplier does not receive the fully completed coversheet, the order will not be executed. Sending the order to the incorrect supplier can delay the execution of your inquiry.

Company Name

Standnumber

Person for contact

Address

Postalcode and City

Phone

Fax

E-Mail

Invoice address (if aberrant)

Postalcode and City

National VAT number

Method of payment:

Bank (after receiving an invoice/ order confirmation)

Creditcard *):

Name on card: _____

American Express

Card number: _____

Visa

CvC code (backside card): _____

Eurocard/Mastercard

Date of expiration: _____

*) When choosing credit card as method of payment the total order amount will be raised with 6% administration costs.

Date: _____

Signature: _____

The following conditions are applicable to your order(s):

- The order coversheet must always be filled in completely and after being dated and undersigned be send to A-Booth exhibition services and/ or other selected supplier(s);
- Orders which are not accompanied by a fully completed coversheet will not be executed. This will also apply to coversheets which are not dated and/ or undersigned;
- After receiving your order A-Booth exhibition services will send a conformation. This is also an invoice for the requested services. Invoices must be fully paid BEFORE the exhibition opens. If because of the time-schedule this is not possible A-Booth exhibition services is allowed to request cash payment at the exhibition floor;
- Orders can be made at the latest at the last day available for construction and/ or decoration. For orders made at the exhibition floor during build-up an extra (transport) amount can be calculated. For these orders A-Booth exhibition services can not guarantee that the requested colour, model, seize or number is available. Orders made at the exhibition floor will be executed at the following day, before opening of the exhibition;
- In case of payment by creditcard the total order amount will be raised with 6% administration costs;
- All prices mentioned are on a rental basis, VAT excluded and, unless mentioned differently, for the full exhibition period;
- For exhibitors based outside the Netherlands no VAT will be calculated if A-Booth exhibition services is provided with their national VAT number;
- When after sending an order confirmation/ invoice the invoice address needs to be changed (including the change of the person for contact or department), a procedure needs to be started to obtain a purchase order or any other administrative number or any other essential change in the necessary invoice information has to be made an amount of € 30,00 per invoice will be charged for administration costs;
- When an order is cancelled during the period in which an early-order-discount is applicable, a percentage of 10% of the price of the items concerned is charged for administration costs;
- When an order is cancelled after the early-order-discount has come to an end, no financial restitution will be made.

Date:

Signature:

ALWAYS PRESENT YOUR ORDER ALONG WITH A FULLY COMPLETED COVERSHEET

Order from:

EXHIBITOR:

STANDNUMBER:

Supplier address:



A-Booth exhibition services

t.a.v. Michel Markx
Zijtocht 8
NL-1507 CD ZAANDAM
The Netherlands

T: +31 75 622 5581
F: +31 75 622 5582
E: michel@a-booth.nl

Regular price applicable before:

31 August 2011

Your order:

Description	Regular price	Late fee price	Requested number of connections
Main connection 220/230V – 1000W (1Kw.) incl. wall socket and consumption	included in standard package	included in standard package	
Main connection 220/230V – 3000W (3Kw.) incl. wall socket and consumption	€ 148,25	€ 163,08	
Main connection 220/230V – 5000W (5Kw.) incl. wall socket and consumption	€ 188,75	€ 207,63	
Main connection 220/380V – 10000W (10Kw.) incl. consumption	€ 302,50	€ 332,75	
Main connection 220/380V – 20000 W (20Kw.) incl. consumption	€ 530,00	€ 583,00	
Main connection 220/380V – 40000 W (40Kw.) incl. consumption	€ 935,00	€ 1028,50	
Additional double socket up to 1KW	€ 28,15	€ 30,97	
Additional double socket up to 3KW	€ 38,75	€ 42,63	
Extention lead (5m)	€ 9,50	€ 10,45	

Information about any other type of connection (CEE connectors/ power supply for example) can be obtained at A-Booth exhibition services.

Connection will be installed in a corner of your standarea, near the backwall and, if available, in the lockable cabinet. Please indicate on a floorplan when the connection has to be installed elsewhere.

Date:

Signature:

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Early-order-discount applicable before:

31 August 2011

Your order:

Description additional item	Early order discount price	Regular price	Requested number
Lockable door (creating lockable cabinet)	€ 79,90	€ 95,90	
Extra wallpanel (creating lockable cabinet)	€ 24,70	€ 29,65	
Wallpanel in colour (foil/ upholstery)	On request	On request	
Shelf	€ 19,40	€ 23,30	
Lights (3 spotlights for every 9m2 standsurface is included in the standard package)			
Single spotlight	€ 26,25	€ 31,50	
Double spotlight	€ 34,75	€ 41,70	
Triple spotlight	€ 41,50	€ 49,80	
Pendle spot (spot on an arm)	€ 31,00	€ 37,20	
Signing (your company name is put up once at the facia panel of the stand)			
(extra) Company name	€ 28,35	€ 34,00	
Logo (at facia panel)	On request	On request	
DTP (grafic preparation), per hour	€ 67,60	€ 81,10	

Date:

Signature:

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Early-order-discount applicable before:

31 AUGUST 2011

Your order:

In the scheme below please fill in the detailed company name as you want to be mentioned at the facia panel of the stand. Except spelling, pay attention to the use of capital and undercast characters. At one line the average maximum number of signs is 20. For extra characters price is € 1,75 a piece.

If A-Booth exhibition services does not receive this form, the companyname will be used as known by the organiser and named in the list of exhibitors.

As an extra order we can provide exhibitors with their company logo at the facia panel or elsewhere in the stand. Please send an example to the e-mail address mentioned above and you will receive a price-offer on a short term.

The offered price is based on the desired size and the number of colours in the logo. For the facia panel is the maximum height 27cm. When the offer is accepted an .eps outline extension file is necessary for the best result.

Date:

Signature:

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Supplier address:



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A-Booth exhibition services

Regular price applicable before:

31 August 2011

Your order:

Description requested items:		Regular price	Late fee price	Requested number
LCD display 40" (aspect ratio 16:9) including floor stand	per item	€ 860,70	€ 946,77	
LCD display 52" (aspect ratio 16:9) including floor stand	per item	€ 1220,00	€ 1342,00	
Speaker set for LCD screen	per item	€ 100,00	€ 110,00	
DVD player	per item	€ 235,00	€ 258,50	
Laptop	per item	€ 468,75	€ 515,63	

*) prices include installation of the equipment on the set-up day

Information about any other type of equipment can be obtained at A-Booth exhibition services.

Date:

Signature:

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Supplier address:



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Regular price applicable before:

31 August 2011

Your order:

Description	Regular price	Late fee price	Requested number of connections
Wireless Connection, WIFI hotspot (fair use policy) is included in the standard package			
Network connection	€ 375,00	€ 412,00	
Analogue connection excluding phone	€ 375,00	€ 412,50	
Analogue phone	€ 37,50	€ 41,25	
ISDN connection incl. call charges	€ 750,00	€ 825,00	
Laptop with Windows XP, office 2003, compatible for network	€ 468,75	€ 515,63	
PC with Windows XP, office 2003, 17" TFT monitor, compatible for network	€ 562,50	€ 618,75	
Network laser printer, black and white	€ 375,00	€ 412,50	
Network laser printer, colour	€ 562,50	€ 618,75	

*) price includes installation of the network connection on the set-up day from 16.00 hours

Please indicate the location of the requested connection(s) in a floorplan of your stand:

Printing

Price per copy/print, A4 black and white (including paper)	€ 0,10
Price per copy/print, A4 colour (including paper)	€ 0,35
Price per copy/print, A4 black and white (including paper)	€ 0,20
Price per copy/print, A4 colour (including paper)	€ 0,70

Date:

Signature:

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Early-order-discount applicable before:

31 August 2011

For the decoration of your stand it is possible to choose a (different) colour of carpettiles and/ or any type of furniture and flowers & plants from the catalogues included within this manual. Please fill in the items of your choice below.

Your order:

Description	Regular price	Late fee price	Requested number
High table (height 110cm)	€ 52,90	€ 63,50	
Stool	€ 30,50	€ 36,60	
Table 80x80 cm, (height 75cm)	€ 36,25	€ 43,50	
Chair	€ 19,00	€ 22,80	
Desk 100x40 cm, (height 105cm)	€ 100,65	€ 120,80	
Brochure rack	€ 79,35	€ 95,20	

Number	Codename or -number	Description	Order amount

Date:

Signature:

ALWAYS PRESENT YOUR ORDER ALONG WITH A FULLY COMPLETED COVERSHEET

Order from:

**EXHIBITOR:
STAND:**

NUMBER OF SQM

Supplier address:



A-Booth exhibition services

T.a.v. Michel Marx
Zijtocht 8
NL-1507 CD ZAANDAM
The Netherlands

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E: michel@a-booth.nl

31 August 2011

Yes, I would like to have stand cleaning

Cleaning before opening € 2,05 per sqm and during exhibition before opening € 2,05 per sqm.
Total Euro 10,25 per sqm for the entire duration of the event

The cleaning consists of:

- cleaning of the carpet
- cleaning of the tables, chairs and stools

Date:

Signature: