

# Exhibition Manual

Budapest, Hungary, 23–27 August 2011

[www.ebsa2011.org](http://www.ebsa2011.org)

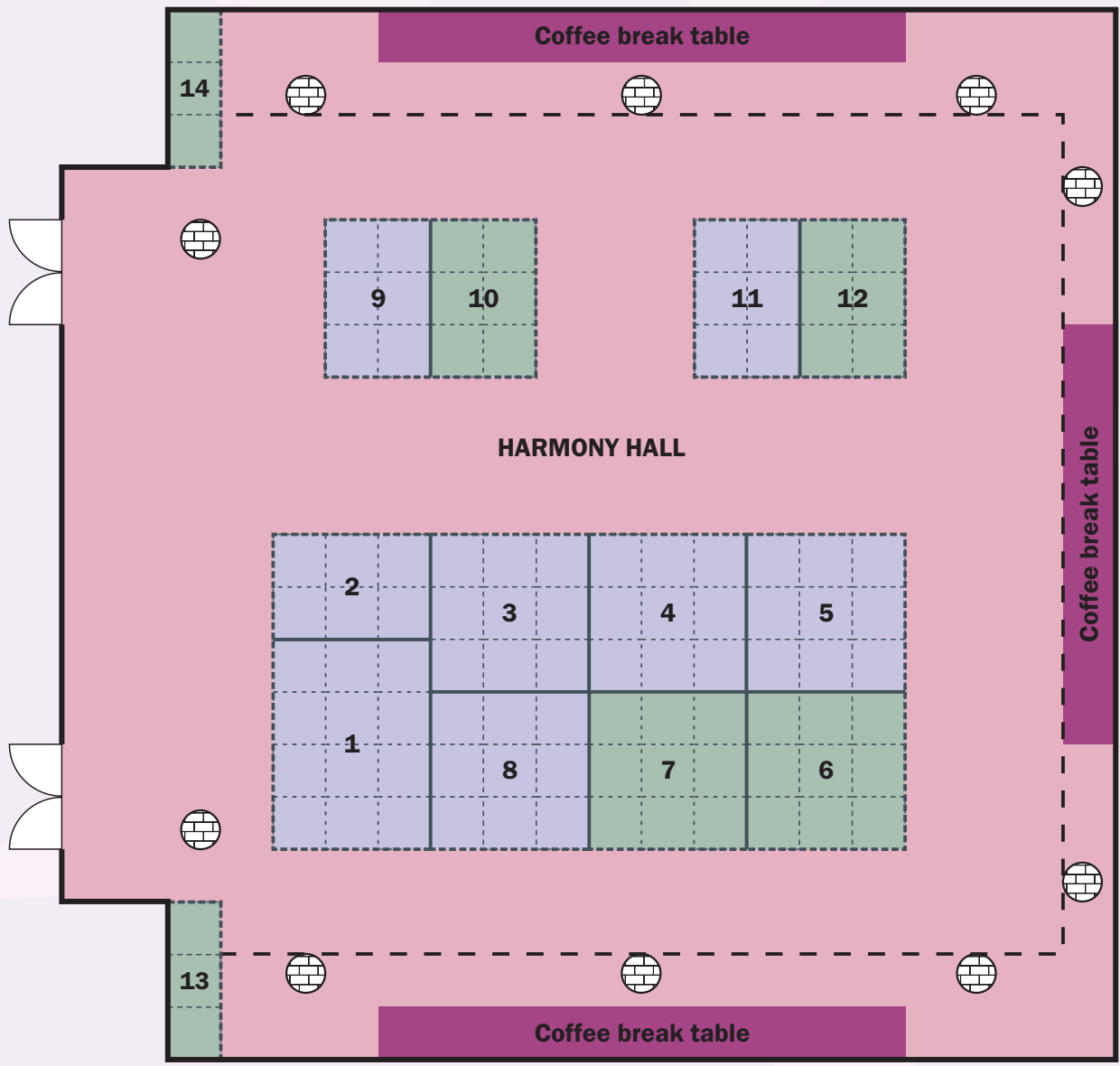
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## **SECTION 1 – GENERAL INFORMATION**

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- 1.2 Contacts**
- 1.3 Accommodation**
- 1.4 Preliminary exhibition schedule**
- 1.5 Rules of participation**
- 1.6 Fire prevention and safety rules**
- 1.7 General conditions and insurance**

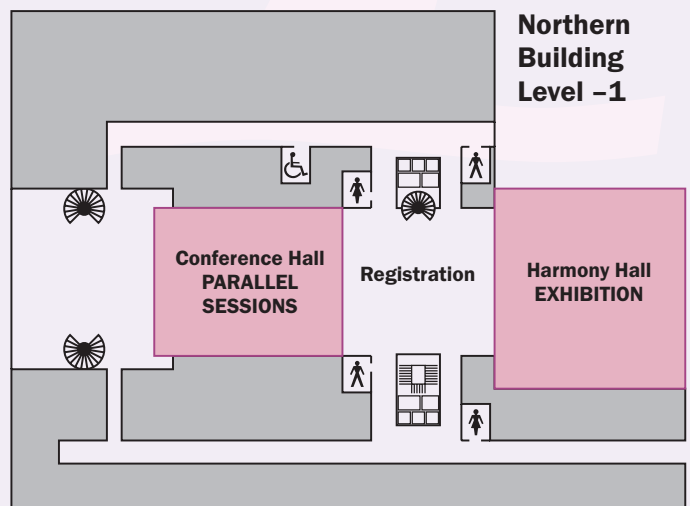
# 1.1 Floor plan



Package 1 – space only    
  Package 2 – built exhibition booth

## EXHIBITORS

1. Taylor&Francis
2. Carl Zeiss
3. Avanti Polar Lipids, Inc.
4. 89 North
5. HORIBA Scientific
6. Bio-Logic SAS
7. Hamamatsu Photonics
8. JPK Instruments
9. Springer
10. Laser Quantum
11. Atomic Force F&E GmbH
12. Pico Quant GmbH
13. Biofotonika R&D
14. Lisbon conference promotion



## 1.2 Contacts

### **DIAMOND CONGRESS LTD. – Congress Organiser & Exhibition Management**

Contact person: Ms. Éva SZATHMÁRY  
Tel: +36 1 225 0210  
Fax: +36 1 201 2680  
E-mail: sz.eva@diamond-congress.hu  
Website: www.ebsa2011.org

### **MASPED EXPO LTD. – Official Spedition**

Contact person: Mr. Tibor DANKO  
Tel: +36 1 263 6110, 263 6108  
Fax: +36 1 263 6109  
Mobile: +36 30 999 0136  
E-mail: tdanko.expo@masped.hu

### **ELTE UNIVERSITY CONGRESS CENTER (UCC) – Congress Venue**

Address: 1117 Budapest, Pázmány Péter sétány 1/a

## 1.3 Accommodation

All exhibitors are advised to book their hotel accommodation well in advance. **Suggested hotel booking date is 31 July, 2011.** Bookings can be made through the Congress Organiser. For further details please visit the 8<sup>th</sup> European Biophysics Congress website at **www.ebsa2011.org**.

Booking can be made in the personal on-line registration record or e-mail sent to **sz.eva@diamond-congress.hu**.

## 1.4 Preliminary exhibition schedule

### **Exhibition hours**

17:00 – 20:00 – Tuesday, 23 August, 2011

08:30 – 18:00 – from Wednesday, 24 August till Saturday, 27 August, 2011

### **Stand construction (of stands constructed by exhibitors)**

08:00 – 17:00 – Tuesday, 23 August, 2011

### **Occupation and decoration of stands**

09:00 – 17:00 – Tuesday, 23 August, 2011

*(Please be informed that welcome reception will take place in the Exhibition Hall.)*

### **Stand dismantling**

18:45 – 22:00 – Saturday, 27 August, 2011

### **Registration desk & On-site Exhibition Management**

The registration desk for the exhibitors will be on level –1 of UCC.

### **Opening hours of the Exhibition registration desk:**

09:00 – 18:00 – Tuesday, 23 August, 2011

08:00 – 18:00 – from Wednesday, 24 August till Saturday, 27 August, 2011

**Conference hours:**

17:00 – 18:30 – Tuesday, 23 August, 2011  
09:00 – 18:45 – Wednesday, 24 August, 2011  
09:00 – 17:00 – Thursday, 25 August, 2011  
09:00 – 19:45 – Friday, 26 August, 2011  
09:00 – 19:00 – Saturday, 27 August, 2011

**1.5 Rules of participation**

In accordance with the organiser's contract with the ELTE University Congress Center, each exhibitor is, and will be, obliged to adhere to all of the rules and regulations outlined in the General Conditions and Safety Rules. These General Conditions and Safety Rules are valid throughout the course of the exhibition and govern the ways and means of the use of the ELTE University Congress Center, as well as all facilities and equipment related to the event. Each exhibitor is responsible for making his/her representatives and employees familiar with the content of these conditions. The exhibitor will be liable for any damages resulting from the exhibitor's failure to acquaint his/her representatives and employees with the rules. If any confusion concerning the application of these rules arises, the Exhibition Management is entitled to make the final decision.

**1.6 Fire prevention and safety rules**

Exits, passages within the exhibition area must not be blocked under any circumstances. Flammable materials – including jute, crepe paper, paper board, mats, etc. must not, under any circumstances, be used in the construction of the stand, or as a part of the equipment or decoration therein. If woven materials are used to decorate the stand, they must first be impregnated with a fire-resistant substance. Exhibitors are forbidden to store flammable materials (including packing, wrappings and containers) in or behind the stands. Neither are exhibitors allowed to set fire to flammable materials without written permission of the Exhibition Management in advance. Without written permission of the Exhibition Management, it is strictly forbidden to demonstrate any kind of appliance that works on the principle of open fire within the exhibition area. Individual requests for permission to demonstrate such appliances is not obligatory in cases where the appliance is a part of a special set for which the Exhibition Management has already issued written permission. The Exhibition Management reserves the right to extend, or otherwise amend the conditions of the issued permission regarding this regulation. Storage or use of containers with liquid fuel in buildings or in enclosed spaces (such as offices or caravans) is forbidden. If such a container should be used within the exhibition area, it must be placed in an open area and safety valves must be used. Each exhibitor is obliged to obey any instructions issued by the Exhibition Management, or by the fire guards in matters of the use of appliances and equipment, demonstrations, storage etc. The exhibits and material composition of the stands must be approved by the Fire Department, the ELTE University Congress Center and by the Exhibition Management. In case of any doubt, please contact the Congress Organisers. All stands will be inspected by representatives of all three authorities. No packing material or any other kind of material may be stored either between or behind the exhibits.



## **1.7 General conditions and insurance**

The exhibitor is obliged to follow the Exhibition Management's instructions concerning the construction and furnishing of the stands including safety and cleaning as well as dismantling of the stands, exhibits and other items (including decorations). Exhibitors are not allowed to fix anything, or cause any damage, to the floors, walls, ceiling or other parts of the exhibition hall (i.e. by using nails, screws, glue or other means). Exhibitors are not allowed to affix (in any way) their expositions, or any parts thereof, to parts of the exhibition hall. Should there be any damage caused by heavy objects, the exhibitor should take all responsibility.

Any confusion regarding the above will be clarified by the Congress Organisers.

Exhibited goods must be placed in such a way so as not to obstruct (or to obstruct as little as possible) the view of the exhibition hall or the neighbouring stands. It is forbidden to display exhibits or to distribute goods which could disturb other exhibitors or visitors. Distribution of goods that could (or do) cause harm to visitors or exhibitors or damage the floor of the exhibition hall, the exhibition hall itself or the ELTE University Congress Center equipment is also forbidden. Exhibits must stay within the borders of the display, portable objects must not be taken out of the stand (for example in order to demonstrate some function of the exhibit or other). Any part of section of the exhibited goods that could potentially be dangerous (such as sharp protruding instruments) must be secured. Placement of various objects in a way which obstruct the visitors' view is forbidden. Exhibited goods must not be covered during the opening hours of the exhibition. The Exhibition Management has the right to remove any such covering without being held responsible for any damage this action may cause. The exhibitor must not remove exhibited goods from his or her stand during the exhibition. This is permissible only with the written consent of the Congress Organisers. Written approval from the Congress Organisers is necessary for the following actions: using sound amplifiers, live musical productions and installation of portable objects not approved by the regulations of the congress. Advertising of goods and services which are not included in the exhibition program or of companies and organizations, who have not ordered any exhibition area, or have not applied as sharing companies, or whose participation has been rejected, is strictly forbidden.

Exhibitors using elevated podiums when building their exhibitions should be aware of the following:

- the size of the podium must not exceed the size of the stand,
- it is necessary to inform the Congress Organisers in advance about elevated podiums.

All the exhibition walls and ceiling grids must be finished on both sides and must be to the satisfaction of the relevant authorities. Any other potential issues or problems, not defined by these rules, will be resolved by the Congress Organisers.

### **INSURANCE**

The insurance of the Congress does not cover any loss or damage to the exhibition material installed, or brought into the building. The exhibitor alone is responsible for securing this coverage. Each exhibitor is responsible for his/her own exhibit, packing and construction of the stand. The Exhibition Management refuse to accept any responsibility whatsoever for the insurance of these objects. The Exhibition Management will request the exhibitor to arrange for his/her own insurance with a third party.

## **SECTION 2 – HOW TO ORDER SERVICES**

- 2.1 How to order services**
- 2.2 On-site orders**
- 2.3 List of deadlines**



## 2.1 How to order services

### OUR RECOMMENDATION

- fill out the forms in BLOCK capitals or type it
- take notes of deadlines for particular services
- if you want to be sure we received your completed orders, do not fax the forms but send them by e-mail: sz.eva@diamond-congress.hu (attention to Ms. Éva Szathmáry)

## 2.2 On-site orders

Services ordered during the set-up period, exhibition itself or when the event is over, will be provided only according to the availability of the respective work persons and/or materials. The exhibitor will be asked to make complete payment for required services in advance. Only then will the service be provided. No copies of payment confirmations or similar documents will be accepted. Actualisation of requirements made after the deadline and on-site orders can take longer than normal orders. We therefore recommend to place all orders in advance.

### PAYMENT CONDITIONS

After receiving orders Diamond Congress Ltd. will send an invoice to the exhibitor which must be paid through a bank or credit card in advance. On-site payments can be made in cash or by a credit card. For payments in cash, HUF or EUR currency will be accepted. For payments by a credit card, Diamond Congress Ltd. accepts only Visa or Eurocard-Mastercard, American Express. Cheques are not accepted.

### CLAIMS

Claims can be made only at the end of the event. Claims must be made in writing and will only be accepted at the Congress Organisers' desk. Claims submitted later will not be taken into consideration.

## 2.3 List of deadlines

Please use this form to keep an easy record of orders you have completed and sent, and those you still intend to send.

<b>REQUIRED SERVICES</b>	<b>DEADLINE</b>
Stand construction	31 July, 2011
Stand equipment	31 July, 2011
Power supply	31 July, 2011
Audiovisual equipment	31 July, 2011
Flower decoration	31 July, 2011
Hostesses/Security	31 July, 2011
Schematic plan	31 July, 2011

## **SECTION 3 – BADGE**

### **3.1 Exhibitors' badges**

### **3.1 Exhibitor's badges**

Exhibiting companies are entitled to receive one complimentary full registration per stand. Special package requests for delegating further booth personnel should be addressed to the organisers.

#### **IMPORTANT**

In case of **graded sponsorship**, the conditions and services included in the various sponsorship packages are applicable (see the web site at [www.ebsa2011.org](http://www.ebsa2011.org)).

#### **REGISTRATION FEE INCLUDES:**

- Admission to the Opening and Closing Ceremony
- Admission to the exhibition
- Welcome reception (23 August)
- Farewell reception (27 August)
- Coffee breaks
- Lunch packets

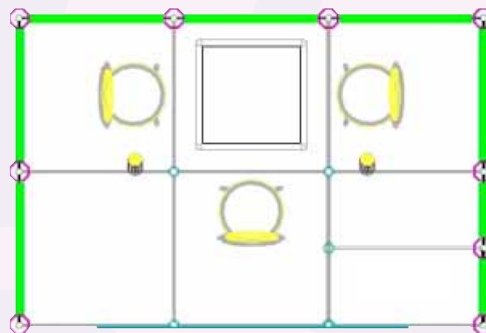
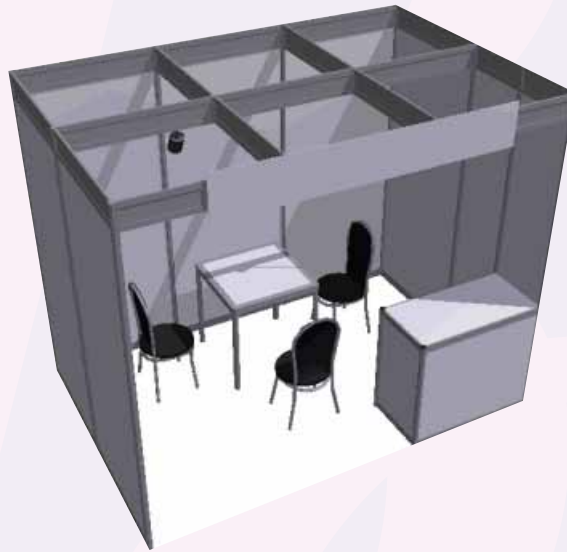
## **SECTION 4 – STAND CONSTRUCTION**

**4.1 Stand construction**

**4.2 Stand equipment**

## 4.1 Stand Construction

### OCTANORM STAND 2 x 3 m (6 sqm)

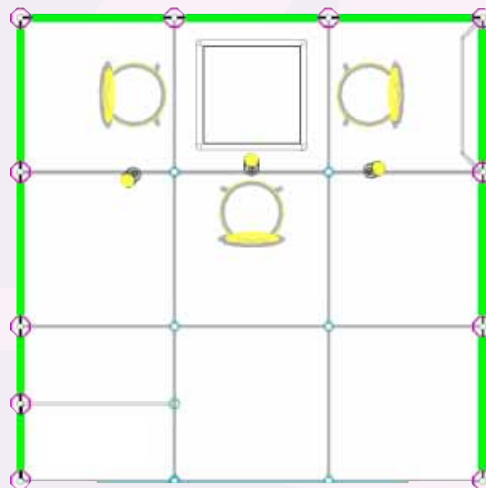
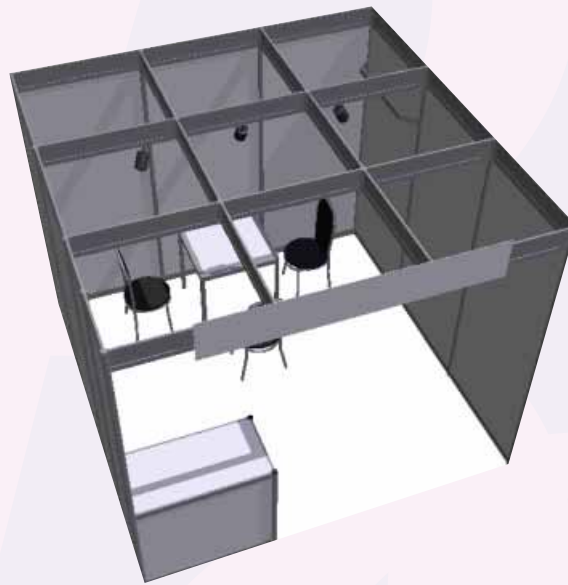


#### STAND ACCESSORIES

- Octanorm walls (rear and side walls)
- ceiling screen
- spot lamp
- carpet
- table (80×80 cm)
- 3 chairs
- lockable info desk (100×50×90 cm)
- fascia sign
- electrical connection 3.5 kW / 16 A
- waste-bin

**Please note, that the maximum height of the booth is 230 cm.**

## OCTANORM STAND 3 x 3 m (9 sqm)

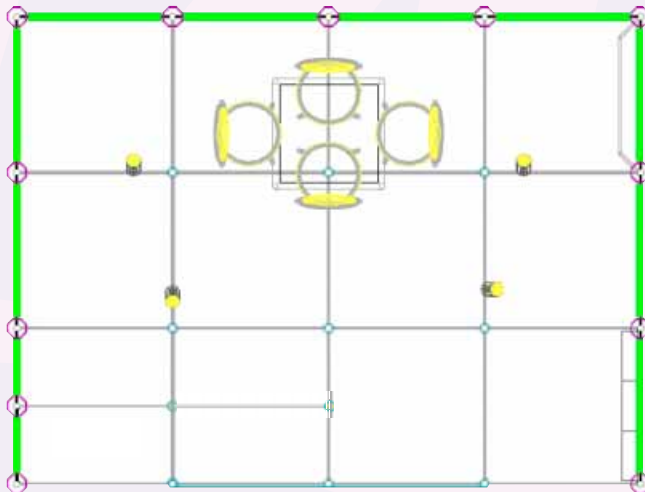
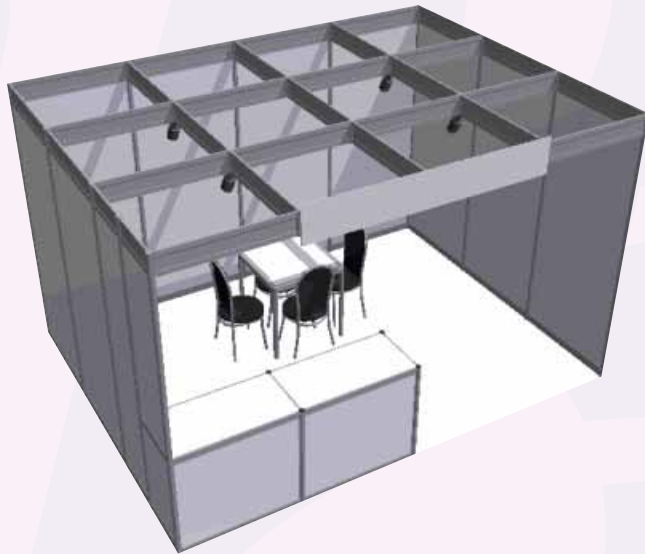


### STAND ACCESSORIES

- Octanorm walls (rear and side walls)
- ceiling screen
- spot lamp
- carpet
- table (80×80 cm)
- 3 chairs
- lockable info desk (100×50×90 cm)
- fascia sign
- electrical connection 3.5 kW / 16 A
- Octanorm hanger
- waste-bin

**Please note, that the maximum height of the booth is 230 cm.**

## OCTANORM STAND 3 x 4 m (12 sqm)



### STAND ACCESSORIES

- Octanorm walls (rear and side walls)
- ceiling screen
- spot lamp
- carpet
- table (80×80 cm)
- 4 chairs
- 2 lockable info desk (100×50×90 cm)
- fascia sign
- electrical connection 3.5 kW / 16 A
- Octanorm hanger
- prospect holder
- waste-bin

**Please note, that the maximum height of the booth is 230 cm.**



## 4.2 Stand equipment

Please, order from the following supplementary services. Standard equipment (for package 2) should not be listed. *Please, see the next two pages for photos of the furniture.*

### PRICE LIST OF OCTANORM FURNITURE

No.	Name	Size	Euro
1.	Info desk	100×50×90 cm	35
2.	Bar counter	100×50×110 cm	50
3.	Semicular counter	100×50×110 cm	70
4.	Info counter	100×50×110 cm	40
5.	Counter	50×50×110 cm	20
6.	Lockable info desk	100×50×90 cm	40
7.	High illuminated showcase	100×50×250 cm	100
8.	Glass counter	100×50×90 cm	40
9.	Shelf stand	100×50×250 cm	45
10.	Coathanger		10
11.	Shelf	100×25 cm	12
12.	Prospect holder	100×25×10 cm	10
13.	Table	65×65×75 cm	15
14.	Table	80×80×75 cm	15
15.	Table	70×120×75 cm	20
16.	Table	70×120×75 cm	20
17.	Round table	ø70 cm	20
18.	Round table	ø60 cm	15
19.	Chair		15
20.	Tonet chair		15
21.	Leather bar chair		20
22.	Refrigerator	55×35×90 cm	60
23.	Buffet table	ø60×120 cm	40
24.	Litter basket		5
25.	Spot lamp		16
26.	Halogen lamp	500 W	30
27.	Receptacle (triplet)		10
28.	Wall	100×250 cm	20
29.	Octanorm door		40

*The prices do NOT include 25% VAT.*

### FASCIA SIGN

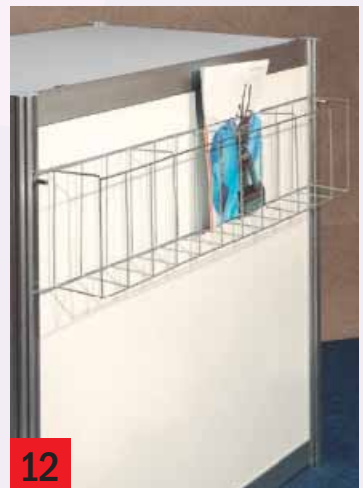
Package 2 includes standard fascia on which your company name will be executed in ARIAL font (dark blue color). The total length of the name is restricted to 20 letters. Fascia letter size is 200×17 cm.

Fascia signs can be colored with logo (sent by the exhibitor, preferably in vector graphics – cdr or eps).

**Price:** 30 Euro / colored fascia

*The price does NOT include 25% VAT.*

Please, note that for package 1 (not including Octanorm walls) fascia cannot be ordered.





## **SECTION 5 – EXHIBITION SERVICES**

- 5.1 Power supply**
- 5.2 Audiovisual equipment**
- 5.3 Drinking water machine**
- 5.4 Floral decoration**
- 5.5 Cleaning**
- 5.6 Hostesses**
- 5.7 Security**

## 5.1 Power supply

All of the Octanorm Stands include basic electrical connection up to 3.5 kW / 16 A.

### PRICE LIST OF EXTRA POWER SUPPLY

Specification	Euro
Connection up to 3.5 kW / 16 A	40
Connection up to 7.0 kW / 2×16 A	80
Connection up to 10.5 kW / 3×16 A	100
Connection up to 21.0 kW / 3×32 A	120

*The prices do NOT include 25% VAT.*

## 5.2 Audiovisual equipment

### PRICE LIST

Devices	Euro
19" LCD monitor (for table)	100
32" LCD monitor (for table)	240
36" LCD monitor (for table or stand)	300
42" LCD monitor (for table or stand)	300
42" Plasma monitor (for stand)	300
50" Plasma monitor (for stand)	540
60" Plasma monitor (for stand)	720
65" Plasma monitor (for stand)	840
65" Plasma monitor with touch screen (for stand)	1070
2500 ANSI lumen beamer (for stand)	240
Info tower (with PC and display)	320
Touch screen terminal (with PC and 17" LCD display)	320
DVD player	30

*The prices do NOT include 25% VAT.*

**All the listed prices are valid for the entire exhibition time.** The equipment will be collected from the expositions when the exhibition is over.

Wireless internet is available free of charge only in the Exhibition hall.

## 5.3 Drinking water machine

### PRICE LIST

Name	Euro
Cooler (hot & cold)	9 / period
Water quantity (1 balloon = 19 l)	5 / balloon
Plastic cup (2 dl), 1 package = 50 pcs	1 / package

*The prices do NOT include 25% VAT.*

## 5.4 Flower decoration

### PRICE LIST

No.	Description	Euro
1.	Table decoration with living plants/flowers (18–28 cm)	10
2.	Table decoration (28–32 cm)	12
3.	Potted fern in decorative container (30 cm)	15
4.	Blooming plant in decorative container	5
5.	Soliter plant (100–150 cm)	14
6.	Soliter plant (150–180 cm)	16
7.	Soliter plant (180–220 cm)	19
8.	Ficus tree (2–3 m)	72
9.	Large palm (2–3 m)	115
10.	Ball shaped evergreen 160 cm	20
11.	Thuja till 150 cm	11
12.	Thuja (150–180) cm	13
13.	Thuja over 180 cm	15
14.	Pom-pom evergreen	55
15.	Window box planter (40–60 cm)	9
16.	Window box planter (80–100 cm)	16
17.	Big container (40×80×100 cm) plants	25

*The prices do NOT include 25% VAT.*

**All the listed prices are valid for the entire exhibition time.** The plants will be collected from the expositions when the exhibition is over.

## 5.5 Cleaning

Cleaning includes: general cleaning before the opening of the event, daily vacuuming, waste disposal. Cleaning will be done mainly at night, when the exhibition hall is closed.

## 5.6 Hostess service

Hostess with knowledge of English (min. 3 hours per day) 10 Euro/hour. Hostesses are dressed in a white shirt and black skirt/trousers.

*The price does NOT include 25% VAT.*

## 5.7 Security

Individual security service for your stand 20 Euro/hour.

*The price does NOT include 25% VAT.*



1 2



3 4



5 6 7



8



9



10



11 12 13



14

15 16



17



## **SECTION 6 – SPEDITION INFORMATION**

**6.1 Forwarding instructions**

**6.2 Access routes**

## **6.1 Forwarding instructions**

### **CONSIGNING ADDRESS – all forms of transportation: MASPED EXPO LTD. – Official Spedition**

Contact person: Mr. Tibor DANKÓ

Tel: +36 1 263 6110, 263 6108

Fax: +36 1 263 6109

Mobile: +36 30 999 0136

E-mail: tdanko.expo@masped.hu

**Arrival deadline: 17 August, 2011**

For all shipping, transport and customs clearance questions please contact Mr. Tibor Dankó before 8 August, 2011 in order to avoid problems with customs clearance, and ensure on time stand delivery! Please note, that we cannot accept any goods delivered directly to the venue!

All shipments made by the exhibitors or by their shipping companies or through the exhibition organisers must be cleared by customs. Please do not give the ELTE University Congress Center (UCC) as consignee on the invoice of the shipments, only as a delivery address. The UCC cannot accept any shipments directly from the exhibitors and is not liable for any damage caused by late shipments or uncleared items from customs. For all these questions please contact the appointed forwarding agent.

## **6.2 Access routes**

### **PARKING OF TRUCKS**

ELTE University Congress Center (UCC) – Congress Venue

Address: 1117 Budapest, Pázmány Péter sétány 1/a

Parking heavy trucks (over 12 tons) needs special permission from the district authorities. Please contact the Congress Organisers in advance. Parking area is not covered, neither guarded.

## **SECTION 7 – ORDER FORMS**

**Stand construction**  
**Stand equipment**  
**Extra power supply,**  
**Audiovisual equipments &**  
**Drinking water machine**  
**Flower decoration**  
**Exhibition services**

## Stand construction ORDER FORM

Exhibitor: \_\_\_\_\_

Contact person: \_\_\_\_\_

Invoice address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

- 1) Sketch the location of your utilities, such as furniture, power outlets, spotlights, on the plan below. Do not forget to mark on this Schematic Plan the border of your stand, as well as the orientation of your drawing (to clarify the passage and the state of the neighboring stands).
- 2) If the schematic plan is not returned, then the ordered items will be placed according to the example stand pictures, seen in the manual and any relocation will be at the Exhibitor's expense.


Key: **Y** – electric supply; **S** – spotlight

Your company name will be executed in standard lettering in the ARIAL font (dark blue color). The total length of the name is restricted to 20 letters. Fascia letter size is 200×17 cm.

Required name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Fascia sign can be colored with logo (sent by the exhibitor, preferably in vector graphics (cdr or eps). Price: 30 Euro / fascia.

Color fascia with logo	Pieces	Total price in Euro
yes: <input type="checkbox"/> no: <input type="checkbox"/>		

**The price does NOT include 25% VAT.**

\_\_\_\_\_  
Date & Place

\_\_\_\_\_  
Stamp & Authorised Signature

## Stand equipment ORDER FORM

Exhibitor:

Contact person:

Invoice address:

Telephone:

Fax:

E-mail:

### FURNITURE

No.	Name	Size	Euro	Pieces	Total price
1.	Info desk	100×50×90 cm	35		
2.	Bar counter	100×50×110 cm	50		
3.	Semicular counter	100×50×110 cm	70		
4.	Info counter	100×50×110 cm	40		
5.	Counter	50×50×110 cm	20		
6.	Lockable info desk	100×50×90 cm	40		
7.	High illuminated showcase	100×50×250 cm	100		
8.	Glass counter	100×50×90 cm	40		
9.	Shelf stand	100×50×250 cm	45		
10.	Coathanger		10		
11.	Shelf	100×25 cm	12		
12.	Prospect holder	100×25×10 cm	10		
13.	Table	65×65×75 cm	15		
14.	Table	80×80×75 cm	15		
15.	Table	70×120×75 cm	20		
16.	Table	70×120×75 cm	20		
17.	Round table	∅70 cm	20		
18.	Round table	∅60 cm	15		
19.	Chair		15		
20.	Tonet chair		15		
21.	Leather bar chair		20		
22.	Refrigerator	55×35×90 cm	60		
23.	Buffet table	∅60×120 cm	40		
24.	Litter basket		5		
25.	Spot lamp		16		
26.	Halogen lamp	500 W	30		
27.	Receptacle (triplet)		10		
28.	Wall	100×250 cm	20		
29.	Octanorm door		40		

**The prices do NOT include 25% VAT.**

Date & Place

Stamp & Authorised Signature

## Extra power supply, Audiovisual equipment & Drinking water machine ORDER FORM

Exhibitor: \_\_\_\_\_

Contact person: \_\_\_\_\_

Invoice address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### EXTRA POWER SUPPLY

Specification	Euro	Number	Total price
Connection up to 3.5 kW / 16 A	40		
Connection up to 7.0 kW / 2×16 A	80		
Connection up to 10.5 kW / 3×16 A	100		
Connection up to 21.0 kW / 3×32 A	120		

### AUDIOVISUAL EQUIPMENT

Specification	Euro	Pieces	Total price
19" LCD monitor (for table)	100		
32" LCD monitor (for table)	240		
36" LCD monitor (for table or stand)	300		
42" LCD monitor (for table or stand)	300		
42" Plasma monitor (for stand)	300		
50" Plasma monitor (for stand)	540		
60" Plasma monitor (for stand)	720		
65" Plasma monitor (for stand)	840		
65" Plasma monitor with touch screen (for stand)	1070		
2500 ANSI lumen beamer (for stand)	240		
Info tower (with PC and display)	320		
Touch screen terminal (with PC and 17" LCD display)	320		
DVD player	30		

### WATER SUPPLY ON THE STANDS

Name	Euro	Quantity	Total price
Cooler (hot & cold)	9 / period	Cooler	
Water quantity (1 balloon = 19 l)	6 / balloon	Balloon	
Plastic cup (2 dl), 1 package = 50 pcs	1 / package	Package	

**The prices do NOT include 25% VAT.**

\_\_\_\_\_  
Date & Place

\_\_\_\_\_  
Stamp & Authorised Signature

**Flower decoration  
ORDER FORM**

Exhibitor:

Contact person:

Invoice address:

Telephone:

Fax:

E-mail:

<b>No.</b>	<b>Description</b>	<b>Euro</b>	<b>Pieces</b>	<b>Total price</b>
1.	Table decoration with living plants / flowers (18–28 cm)	10		
2.	Table decoration (28–32 cm)	12		
3.	Potted fern in decorative container (30 cm)	15		
4.	Blooming plant in decorative container	5		
5.	Soliter plant (100–150 cm)	14		
6.	Soliter plant (150–180 cm)	16		
7.	Soliter plant (180–220 cm)	19		
8.	Ficus tree (2–3 m)	72		
9.	Large palm (2–3 m)	115		
10.	Ball shaped evergreen 160 cm	20		
11.	Thuja till 150 cm	11		
12.	Thuja (150–180) cm	13		
13.	Thuja over 180 cm	15		
14.	Pom-pom evergreen	55		
15.	Window box planter (40–60 cm)	9		
16.	Window box planter (80–100 cm)	16		
17.	Big container (40×80×100 cm) plants	25		

***The prices do NOT include 25% VAT.***

Date & Place

Stamp & Authorised Signature



**Exhibition services  
ORDER FORM**

Exhibitor:

Contact person:

Invoice address:

Telephone:

Fax:

E-mail:

**HOSTESS SERVICE**

<b>Date</b>	<b>Euro / hour</b>	<b>No.</b>	<b>from</b>	<b>to</b>	<b>hours</b>	<b>Total price</b>
23 August, 2011	10					
24 August, 2011	10					
25 August, 2011	10					
26 August, 2011	10					
27 August, 2011	10					

**INDIVIDUAL SECURITY SERVICE**

<b>Date</b>	<b>Euro / hour</b>	<b>No.</b>	<b>from</b>	<b>to</b>	<b>hours</b>	<b>Total price</b>
22 August, 2011	20					
23 August, 2011	20					
24 August, 2011	20					
25 August, 2011	20					
26 August, 2011	20					
27 August, 2011	20					

***The prices do NOT include 25% VAT.***

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Date & Place

\_\_\_\_\_  
Stamp & Authorised Signature