



# ORDER FORM STAND CLEANING

Name 8<sup>th</sup> EMS, 7<sup>th</sup> ECAC  
 DATE SEPTEMBER 29 – OCTOBER 3, 2008  
 Location RAI Ruby Lounge & Forum



DEADLINE FOR THIS FORM IS :AUGUST 17, 2008

Only orders received before this deadline will be charged against the early bird price. After the deadline Between August 17, 2008 and September 24, 2008 all orders will be charged against regular prices.

After September 24, 2008 it is only possible to order on-site.

Stand number:

Exhibitor:

Code	Description	Early bird price per m <sup>2</sup> /hour	Regular price per m <sup>2</sup> /hour	Total	Total
	Initial cleaning of the stand before opening of the event.	€ 1,10 m <sup>2</sup>	€ 1,35 m <sup>2</sup>		€
	Daily stand cleaning on show dates	€ 3,40 m <sup>2</sup>	€ 4,10 m <sup>2</sup>		€
	Special Cleaning, per hour	€ 38,50	€ 46,50		€

For the daily and initial cleaning the following services will be provided:

- sweeping or vacuuming the floor
- emptying the ashtrays and wastepaper baskets
- cleaning the tables and desks (only the horizontal parts)

Please mention below your special requirements or remarks.

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**TOTAL**  
(excl. 19% VAT)

€

DATE: ..... SIGNATURE: .....

**Conditions:**

Please sign this order form for confirmation and fill out the forms "payment details". We cannot process the order without your signature and filling out the payment forms. Full payment must be received before September 10, 2008. The order system closes on September 24, 2008. After this date you are only able to order onsite. Orders received after the above mentioned deadline must be paid by credit card and will be charged against the regular price. Please take into consideration that on-site supplies are limited in number. Additional orders on site must be paid by credit card and will be surcharged with 20% upon the regular price. All prices are in EURO and are for the duration of the exhibition. European Union exhibitors: please note that orders without a valid VAT number can be accepted but will be charged with 19% VAT. We will charge a fee of € 20,00 for administrative costs if we do not receive a VAT-number prior to invoicing and we have to send you a credit invoice. Cancellations of already ordered items before the dead-line will be charged with 10% administration costs with a minimum of € 50,00. There will be no reimbursement possible for cancellation of ordered items after the deadline and during build-up. Applicable to all our transactions are our general conditions with regard to sale, delivery and payment as filed at the Chamber of Commerce Amsterdam.

# ORDER FORM FURNITURE

Name 8<sup>th</sup> EMS, 7<sup>th</sup> ECAC  
DATE SEPTEMBER 29 – OCTOBER 3, 2008  
Location RAI Ruby Lounge & Forum



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Stand number:

Exhibitor:

These forms **MUST** be filled out and sent in together with the order forms.

Please check the enclosed furniture brochure and pricelist and fill out the corresponding code and description of the item(s) you want to order below.

Code	Description	Early Bird price	Quantity	Total
	See attached list			€
				€
				€
				€
				€
				€
				€
				€
				€
				€
				€
				€
				€
				€
				€

Do we have to lay this carpet on your own raised floor?     NO     YES

Please indicate date and time in order for us to lay the carpet

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

**TOTAL**  
(excl. 19% VAT)

€

DATE: ..... SIGNATURE: .....

### Conditions:

Please sign this order form for confirmation and fill out the forms "payment details". We cannot process the order without your signature and filling out the payment forms. Full payment must be received before September 10, 2008. The order system closes on September 24, 2008. After this date you are only able to order onsite. Orders received after the above mentioned deadline must be paid by credit card and will be charged against the regular price. Please take into consideration that on-site supplies are limited in number. Additional orders on site must be paid by credit card and will be surcharged with 20% upon the regular price. All prices are in EURO and are for the duration of the exhibition. European Union exhibitors: please note that orders without a valid VAT number can be accepted but will be charged with 19% VAT. We will charge a fee of € 20,00 for administrative costs if we do not receive a VAT-number prior to invoicing and we have to send you a credit invoice. Cancellations of already ordered items before the dead-line will be charged with 10% administration costs with a minimum of € 50,00. There will be no reimbursement possible for cancellation of ordered items after the deadline and during build-up. Applicable to all our transactions are our general conditions with regard to sale, delivery and payment as filed at the Chamber of Commerce Amsterdam.

PLEASE RETURN TO: GIELISSEN INTERIORS & EXHIBITIONS, E-MAIL: [EMSECAC@GIELISSEN.NL](mailto:EMSECAC@GIELISSEN.NL)  
P.O. Box 8112 – 1005 AC Amsterdam – The Netherlands Tel.: +31 20 581 14 11 – Fax: +31 20 581 14 14

# ORDER FORM ELECTRICITY MAIN CONNECTIONS 1/2

Name 8<sup>th</sup> EMS, 7<sup>th</sup> ECAC  
DATE SEPTEMBER 29 – OCTOBER 3, 2008  
Location RAI Ruby Lounge & Forum



DEADLINE FOR THIS FORM IS :AUGUST 17, 2008

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After September 24, 2008 it is only possible to order on-site.

Stand number:

Exhibitor:

Code	Description	Early bird price	Regular price	Quantity	Total
5-HA01	1 kW day power, incl. wall socket & consumption	€ 235,86	€ 283,04		€
5-HA03	3 kW day power, incl. wall socket & consumption	€ 333,72	€ 400,46		€
5-HA04	4 kW day power, incl. CEE socket & consumption	€ 499,19	€ 599,03		€
5-HA06	6 kW day power, incl. CEE socket & consumption	€ 616,83	€ 740,19		€
5-HA08	8 kW day power, incl. CEE socket & consumption	€ 695,39	€ 834,47		€
5-HA10	10kW day power, incl. CEE socket & consumption	€ 763,25	€ 915,90		€
5-HA20	20KW day power, incl. CEE socket & consumption	€ 975,44	€ 1.170,53		€
5-HA30	30KW day power, incl. CEE socket & consumption	€ 1.420,28	€ 1.704,34		€

Code	Description	Early bird price	Regular price	Quantity	Total
5-HA1N	1 kW <b>current</b> power, incl. wall socket & consumption	€ 235,86	€ 283,04		€
5-HA3N	3 kW <b>current</b> power, incl. wall socket & consumption	€ 333,72	€ 400,46		€
5-HA4N	4 kW <b>current</b> power, incl. CEE socket & consumption	€ 499,19	€ 599,03		€
5-HA10N	10 kW <b>current</b> power, incl. CEE socket & consumption	€ 763,25	€ 915,90		€

Do you have a raised floor on your stand?  NO  YES

**NOTE: ALL ORDERS MUST BE DRAWN ON THE GRID FORM. ORDERS WITHOUT THIS FORM CAN NOT BE ACCEPTED.**

The above is a selection of our standard connections. Please mention below your special requirements or remarks.

DATE: ..... SIGNATURE: .....

### Conditions:

Please sign this order form for confirmation and fill out the forms "payment details". We cannot process the order without your signature and filling out the payment forms. Full payment must be received before September 10, 2008. The order system closes on September 24, 2008. After this date you are only able to order on-site. Orders received after the above mentioned deadline must be paid by credit card and will be charged against the regular price. Please take into consideration that on-site supplies are limited in number. Additional orders on site must be paid by credit card and will be surcharged with 20% upon the regular price. All prices are in EURO and are for the duration of the exhibition. European Union exhibitors: please note that orders without a valid VAT number can be accepted but will be charged with 19% VAT. We will charge a fee of € 20,00 for administrative costs if we do not receive a VAT-number prior to invoicing and we have to send you a credit invoice. Cancellations of already ordered items before the dead-line will be charged with 10% administration costs with a minimum of € 50,00. There will be no reimbursement possible for cancellation of ordered items after the deadline and during build-up. Applicable to all our transactions are our general conditions with regard to sale, delivery and payment as filed at the Chamber of Commerce Amsterdam.

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# ORDER FORM ELECTRICITY MAIN CONNECTIONS 2/2

Name 8<sup>th</sup> EMS, 7<sup>th</sup> ECAC  
DATE SEPTEMBER 29 – OCTOBER 3, 2008  
Location RAI Ruby Lounge & Forum



DEADLINE FOR THIS FORM IS :AUGUST 17, 2008

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*After September 24, 2008 it is only possible to order on-site.*

A consumption overview to estimate your required electricity;

Airco small	2400W
Au-ban-Marie	2000W
Audio/Sound small set	200W
Audio/Sound professional (Band)	20000W
Beamer big	2500W
Beer tender with cooling	800W
Boiler	3000W
Computer	400W
Freezer	2000W
Rotating tray	200W
Espresso machine	2200W
Copying machine	3000W
Frying pan	3000W
Frying pan big/professional	10000W tot 20000W
Halogen spot small	50W
Halogen spot big	1000W
Ice cube machine	2000W
Refrigerator small	500W
Refrigerator big	1000W
Coffee machine small	1000W
Coffee machine big	3000W
Laptop	50W
LCD Television	200W
Microwave	1200W
Microwave professional	Check with your supplier.
Overhead	400W
Plasma screen	650W
TL armature	Maximum 100W per piece.
Dishwasher	3000W
Ventilator	200W
Video beamer	400W
Water boiler	1000W
Water cooler	80 W

Stand number:

Exhibitor:

DATE: ..... SIGNATURE: .....

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# ORDER FORM AUDIOVISUAL EQUIPMENT

Name 8<sup>th</sup> EMS, 7<sup>th</sup> ECAC  
DATE SEPTEMBER 29 – OCTOBER 3, 2008  
Location RAI Ruby Lounge & Forum



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Stand number:

Exhibitor:

Code	Description	Early bird price	Regular price	Quant.	Total
	Plasma screen Pioneer PDP43 43" XGA, including speakers	€ 794,75	€ 933,50		€
	Plasma screen Pioneer XGA 50" including speakers	€ 1192,00	€ 1490,00		€
	DVD Plaver Pioneer DV-2750S	€ 222,50	€ 278,00		€
	Monitor LCD flatscreen 30", data / video	€ 635,75	€ 794,75		€
	Monitor LCD flatscreen 20", data	€ 302,00	€ 377,50		€
	Monitor LCD flatscreen 17", data	€ 270,25	€ 337,50		€
	Notebook Pentium IV / 256Mb	€ 256,00	€ 570,25		€
	Pent PIV 2,8GHz, 80 Gb, DVD/CD, 128Mb, VGA	€ 366,50	€ 458,00		€

The above mentioned prices are including transportation, installation and insurance.

The item(s) will be delivered to your stand on the final day of build-up.

Someone needs to be in the stand when items are being delivered. If no one is in your stand we cannot install the ordered items.

**TOTAL**  
(excl. 19% VAT)

€

DATE: ..... SIGNATURE: .....

## Conditions:

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# RENTAL CONDITIONS FOR AV EQUIPMENT

Name 8<sup>th</sup> EMS, 7<sup>th</sup> ECAC  
DATE SEPTEMBER 29 – OCTOBER 3, 2008  
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Stand number:

Exhibitor:

## MOST IMPORTANT RENTAL CONDITIONS FOR AV AND COMPUTER EQUIPMENT

### Cancellation

- Cancellation of reserved equipment must take place 5 working days before the reservation date. In the event of late cancellation 50% of the rent will be charged.

### Insurance

- The equipment is insured within Europe against risk of theft (with signs of forced entry), fire and water damage, both during the transport and during the event. You, as lessee, are liable for theft or disappearance of our equipment or any damage, which is caused by negligence or incorrect use. At all times the client is subject to a deductible for each claim, amounting to 15% of the damage to and/or replacement value of the hired equipment.
- If there is damage or loss of goods, you must immediately inform Gielissen. In the event of theft you must file a report with the police within 24 hours and immediately send us a copy of the report.

### Delivery and Return of the equipment

- You have to be present during the delivery and return of the equipment at the delivery location.
- The exhibitor needs to stay at the stand until the equipment will be collected.
- If in the event of dismantling and/or returning the equipment defects and/or damage is noted, which are not the result of normal use, normal wear and tear and proper packing, all costs ensuing from the requisite repair and/or cleaning work, including labour and parts, will be charged to you separately.

### Cabling

- Cables and wires may not be cut. If this does occur, we will charge the new price based on the length of the cable, as delivered before it was cut.

### Spare parts

- If spare parts have been delivered, the defective parts must be returned when replaced. This applies in particular to defective lamps. In the event you fail to do so, we will charge the new price for the replaced parts.

### Defects to the leased material

- Any malfunctions of the rented material must be immediately reported. If a malfunction arises in the equipment we have installed, such malfunction will be rectified free of charge. However, if the malfunctions are the result of your own installation of the equipment and/or software, a call-out charge and labour costs will be charged.
- If during a rental period no complaints are made in any way whatsoever regarding the non-functioning or improper functioning of the equipment, no restitution of the rent will be made.

### Liability

- Gielissen is not liable for damage caused by delay in delivery or failure to deliver.

DATE: ..... SIGNATURE: .....

### Conditions:

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# ORDER FORM FLOWERS & PLANIS

**Name** 8<sup>th</sup> EMS, 7<sup>th</sup> ECAC  
**DATE** SEPTEMBER 29 – OCTOBER 3, 2008  
**Location** RAI Ruby Lounge & Forum



DEADLINE FOR THIS FORM IS :AUGUST 17, 2008

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*After September 24, 2008 it is only possible to order on-site.*

*Please check the enclosed Floral brochure and pricelist and fill out the corresponding code and description of the item(s) you want to order below.*

Stand number:

Exhibitor:

Code	Description	Price per item	Quantity	Total
		€		€
		€		€
		€		€
		€		€
		€		€
		€		€
		€		€
		€		€
		€		€
		€		€
		€		€
		€		€
		€		€
		€		€
		€		€
		€		€

*Please mention below your preferences regarding type of flowers and colors or your request for a special arrangement:*

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**TOTAL**  
(excl. 19% VAT)

€

DATE: ..... SIGNATURE: .....

**Conditions:**

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# ORDER FORM LIGHTING & WALL-SOCKETS

Name 8<sup>th</sup> EMS, 7<sup>th</sup> ECAC  
DATE SEPTEMBER 29 – OCTOBER 3, 2008  
Location RAI Ruby Lounge & Forum



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Code	Description	Early bird price	Regular price	Quantity	Total
5-00001	Spotlight, 120W	€ 35,00	€ 43,75		€
5-02000	Spotlight on arm, 120 W	€ 40,00	€ 50,00		€
5-06001	Dutch Wall socket 1000W, 2 plug	€ 35,00	€ 43,75		€
5-06014	Dutch Extension cord, 4 plug	€ 27,50	€ 34,40		€

Above mentioned items are excluding main connection and electricity consumption.

The above is a selection of our standard items. Please mention below your special requirements or remarks.

**NOTE: ALL ORDERS MUST BE DRAWN ON THE GRID FORM. ORDERS WITHOUT THIS FORM CAN NOT BE ACCEPTED.**

**TOTAL**  
(excl. 19% VAT)

€

DATE: ..... SIGNATURE: .....

### Conditions:

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# ORDER FORM SIGNAGE & GRAPHICS

Name 8<sup>th</sup> EMS, 7<sup>th</sup> ECAC  
DATE SEPTEMBER 29 – OCTOBER 3, 2008  
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If you require any signage on your booth you can order this by using this form.

Stand number:

Exhibitor:

Code	Description	Early bird	Regular price	Quantity	Total
11-LO	Logo on the fascia board Height 20 cm	€ 120,00	€ 150,00		€
11-LO	Logo on a counter or system wall element Width 80 cm	€ 120,00	€ 150,00		€
11-BORDP	Full color print on a board 95x95 cm	€ 175,00	€ 218,75		€
11-BORDP	Full color print on a board W95xH236 cm, these are the dimensions of a system wall element	€ 320,00	€ 384,00		€
11-DTP	DTP- Hours (Assistance with artwork, per hour)	€ 85,00	€ 106,25		€

Please send us your logo by email as an EPS illustrator file, and an A4 print-out in correct colour, incl. Pantone code numbers, as an example.

In case you wish to have other signage, please write below your requirements, including the dimensions, material etc. you would like. Please send the original art-work on cd-rom including all images and fonts & an A4 print-out in correct colour and settings as an example. We will send you a quotation as soon as possible.

DATE: ..... SIGNATURE: .....

### Conditions:

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# ORDER FORM OPTIONAL EXTRA'S

Name 8<sup>th</sup> EMS, 7<sup>th</sup> ECAC  
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## ADDITIONAL SHELL SCHEME ITEMS

Code	Description	Early bird price	Regular price	Quantity	Total
3-WS100250	White system wall element, 100 x 250 cm (wxh)	€ 66,00	€ 82,50		€
3-WS 50250	White system wall element, 50 x 250 cm (wxh)	€ 51,00	€ 63,75		€
3-WSKE100250	Surcharge system wall element in color s.s.	€ 60,00	€ 75,00		€
3-DDS	Lockable door(white), 100x 250 cm (wxh)	€ 135,00	€ 168,75		€
3-RP100	Ceiling grid, 100 x 100cm, per m <sup>2</sup>	€ 30,00	€ 37,50		€
3-VD	Black out ceiling cloth, per m <sup>2</sup>	€ 25,00	€ 31,25		€
3-SS	Tilted shelf, 100 x 30cm.	€ 42,50	€ 53,13		€
3-SR25	Horizontal shelf, 100 x 25cm.	€ 42,50	€ 53,13		€
3-GO	Curtain (light grey) on rail, 100cm. width	€ 65,00	€ 81,25		€
3-WSKLEUR	Wall element beech or black, double sided, 100x250cm	€ 105,00	€ 131,25		€

**NOTE: ALL ORDERS MUST BE DRAWN ON THE GRID FORM. ORDERS WITHOUT THIS FORM CAN NOT BE ACCEPTED.**

The above is a selection of our standard stand items. Please mention below your special requirements or remarks:

Stand number:

Exhibitor:

DATE: ..... SIGNATURE: .....

### Conditions:

Please sign this order form for confirmation and fill out the forms "payment details". We cannot process the order without your signature and filling out the payment forms. Full payment must be received before September 10, 2008. The order system closes on September 24, 2008. After this date you are only able to order onsite. Orders received after the above mentioned deadline must be paid by credit card and will be charged against the regular price. Please take into consideration that on-site supplies are limited in number. Additional orders on site must be paid by credit card and will be surcharged with 20% upon the regular price. All prices are in EURO and are for the duration of the exhibition. European Union exhibitors: please note that orders without a valid VAT number can be accepted but will be charged with 19% VAT. We will charge a fee of € 20,00 for administrative costs if we do not receive a VAT-number prior to invoicing and we have to send you a credit invoice. Cancellations of already ordered items before the dead-line will be charged with 10% administration costs with a minimum of € 50,00. There will be no reimbursement possible for cancellation of ordered items after the deadline and during build-up. Applicable to all our transactions are our general conditions with regard to sale, delivery and payment as filed at the Chamber of Commerce Amsterdam.

PLEASE RETURN TO: GIELISSEN INTERIORS & EXHIBITIONS, E-MAIL: [EMSECAC@GIELISSEN.NL](mailto:EMSECAC@GIELISSEN.NL)  
P.O. Box 8112 – 1005 AC Amsterdam – The Netherlands Tel.: +31 20 581 14 11 – Fax: +31 20 581 14 14



# PAYMENT DETAILS - COMPULSARY – 1/2

**Name** 8<sup>th</sup> EMS, 7<sup>th</sup> ECAC  
**DATE** SEPTEMBER 29 – OCTOBER 3, 2008  
**Location** RAI Ruby Lounge & Forum



DEADLINE FOR THIS FORM IS :AUGUST 17, 2008

Only orders received before this deadline will be charged against the early bird price. After the deadline Between August 17, 2008 and September 24, 2008 all orders will be charged against regular prices.

After September 24, 2008 it is only possible to order on-site.

Orders received without a corresponding payment details form cannot be processed.

INVOICE DETAILS (please use capital letters):

Company name			
Contact person			
Address			
Postal code/City/Country:			
Phone / Fax			
E-mail address			
VAT Number (for EU members obligatory)			
Order Reference / Purchase Order Number			

WIRE TRANSFER (Make sure you use our IBAN otherwise all wire costs are for your account)

CHEQUE (Invoice will be raised with collecting costs minimum amount Euro 15,00)

CREDIT CARD:  American Express  Visa  Euro/Mastercard

PRIVATE / COMPANY CARD (please cross the one that is not relevant)

Cardholder name:	
Card number:	
Expiry date:	
CVC* security code:	

\* AMEX: 4 digit code on the back side of the credit card

Others: 3 digit code on the back side of the credit card

Please go to form Payment Details 2/2

DATE: ..... SIGNATURE: .....

Stand number:
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Exhibitor:
------------

**Conditions:**

Please sign this order form for confirmation and fill out the forms "payment details". We cannot process the order without your signature and filling out the payment forms. Full payment must be received before September 10, 2008. The order system closes on September 24, 2008. After this date you are only able to order onsite. Orders received after the above mentioned deadline must be paid by credit card and will be charged against the regular price. Please take into consideration that on-site supplies are limited in number. Additional orders on site must be paid by credit card and will be surcharged with 20% upon the regular price. All prices are in EURO and are for the duration of the exhibition. European Union exhibitors: please note that orders without a valid VAT number can be accepted but will be charged with 19% VAT. We will charge a fee of € 20,00 for administrative costs if we do not receive a VAT-number prior to invoicing and we have to send you a credit invoice. Cancellations of already ordered items before the dead-line will be charged with 10% administration costs with a minimum of € 50,00. There will be no reimbursement possible for cancellation of ordered items after the deadline and during build-up. Applicable to all our transactions are our general conditions with regard to sale, delivery and payment as filed at the Chamber of Commerce Amsterdam.

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# PAYMENT DETAILS - COMPULSARY – 2/2

Name 8<sup>th</sup> EMS, 7<sup>th</sup> ECAC  
DATE SEPTEMBER 29 – OCTOBER 3, 2008  
Location RAI Ruby Lounge & Forum



DEADLINE FOR THIS FORM IS :AUGUST 17, 2008

Only orders received before this deadline will be charged against the early bird price. After the deadline Between August 17, 2008 and September 24, 2008 all orders will be charged against regular prices.

After September 24, 2008 it is only possible to order on-site.

These forms MUST be filled out and send in together with the order forms.

## ORDER SUMMARY

ORDER FORM	AMOUNT
Order form Fascia Text	€
Order form Optional Extras	€
Order form Furniture	€
Order form Furniture Packages	€
Order form Floors & Carpet	€
Order form Signage	€
Order form Electricity Main Connections	€
Order form Floral Decorations	€
Order form Lighting & Wall Sockets	€
Order form Man Power	€
TOTAL (EXCL. VAT)	€

### NOTE:

After receiving your order forms and payment details you will receive an invoice which is also your confirmation. You are at all times obliged to pay this invoice before opening of the event.

All orders placed after September 25, 2008 have an additional 20% surcharge upon the regular price and cannot be guaranteed.

Cancellations of already ordered items before the August 21, 2008 will be charged with 10% administration costs with a minimum of €50,00.

There will be no reimbursement possible for cancellation of ordered items after September 25, 2008 and during the build-up.

Any bank charges that may arise are for the account of the exhibitor.

Stand number:

Exhibitor:

DATE: ..... SIGNATURE: .....

### Conditions:

Please sign this order form for confirmation and fill out the forms "payment details". We cannot process the order without your signature and filling out the payment forms. Full payment must be received before September 10, 2008. The order system closes on September 24, 2008. After this date you are only able to order on-site. Orders received after the above mentioned deadline must be paid by credit card and will be charged against the regular price. Please take into consideration that on-site supplies are limited in number. Additional orders on site must be paid by credit card and will be surcharged with 20% upon the regular price. All prices are in EURO and are for the duration of the exhibition. European Union exhibitors: please note that orders without a valid VAT number can be accepted but will be charged with 19% VAT. We will charge a fee of €20,00 for administrative costs if we do not receive a VAT-number prior to invoicing and we have to send you a credit invoice. Cancellations of already ordered items before the dead-line will be charged with 10% administration costs with a minimum of €50,00. There will be no reimbursement possible for cancellation of ordered items after the deadline and during build-up. Applicable to all our transactions are our general conditions with regard to sale, delivery and payment as filed at the Chamber of Commerce Amsterdam.

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