

CIO & ETC Summit 2014

Parco dei Principi | Rome 6 – 8 October 2014

SPECIAL ORDER REQUEST FORM

Company Name:	
Company Address:	
Contact Person:	
Tel. No.:	
Email Address:	
Kiosk No.	
Stand Representative:	
Tel. No.:	

Please Note: Deadline for the placement of all orders for rent is: 22/09/2014.

Important: Internet Hard line must be ordered by: 12/09/2014.

Orders placed after this date, will/may be subject to a hirer rental fee of 25% and upon availability

Code	Description	Amount	Unit Price	Total (excl. VAT)
Telephone / Internet Services:				
	Wifi connection (12 hour connection per a single appliance). Please note, consistency and speed of this wifi cannot be guaranteed.		€ 0	
	Hard Line internet connection to individual kiosk		€ 250 for the event	
Security Services:				
	24 hour security		€ 20 per hour	
	Overnight security		€ 20 per hour	
Parking:				
	not available at hotel			
	Parcheggio Mercadante near hotel		Estimated € 30 per day, per car	
Cleaning Services:				
	Kiosk Specific Cleaning		Please contact Parco dei Principi directly	
Food & Beverage Services:				
	All F&B enquiries		Please contact Parco dei Principi directly	
Sub Total				
%22 VAT				

Total	
Date :	
Signature :	

Please Note:

- Hotel does not provide security in the meeting and function space and all personal property left in the meeting or function space is at the sole risk of the owner.
- Use of glues, adhesive materials, nails or hooks is forbidden. All of the brought-in structures are to be self-supporting. Any damages to the Hotel structure will be quantified and charged directly to the Company.
- The expo set up/ break up will be arranged by Company under its responsibility and costs. The works will give the least possible disturbance to the Hotel normal operations.
- The Hotel will accept shipment only 5 days prior to the Group's arrival. Time for delivery is from 8:00 to 14:00 Mon-Fri.
- All equipment, materials and/ or personal supplies belonging to the Company is to be removed by the Company upon completion of the event. Time for pick up is from 8:00 to 14:00 Mon-Fri. The Hotel will hold for a maximum of 3 days any unclaimed material left on the premises by the Company, after this time the Hotel is authorized to throw out all this material

Please return this form to kewis@himss.org