

Welcome

Dear Exhibitor,

Welcome to A-Booth's manual for E-AHBPA 2019 in the Beurs van Berlage, Amsterdam.

We are pleased that organizer Congress Company has asked A-Booth exhibition services to set up this manual, covering all the major points related to your participation at this exhibition. This manual is also designed to give you the opportunity to place orders and to modify or upgrade your exhibition space to make your participation a real success. You are only a few steps away from a well prepared and enjoyable exhibition.

To be able to provide you with the best service, we can offer you our early bird price until 17 May. After this date we unfortunately have to charge a surcharge. Also we cannot guarantee that requested items are available for orders placed after 17 May. All prices mentioned are on a rental basis, VAT excluded and, unless mentioned differently, for the full exhibition period.

We hope that you find this brochure useful and wish you every success with your exhibition preparations. Please do not hesitate to contact us if you have any questions, we are always ready to help you!

Please note that graphic files needs to be send before 17 May.

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

- The order coversheet must always be filled in completely and, after being dated and signed, 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 signed;
- 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 cannot 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 credit card 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.

Coversheet

We kindly ask your attention for the following: if you would like to make an order for construction, furnishing or decoration of your stand at this exhibition, **please complete this form with the requested information, choose your method of payment and send it as a coversheet along with your order forms.**

If we do not receive the fully completed coversheet, the order cannot be executed.

Company Name _____ Stand Number _____

Package _____

Contact Person _____

Address _____

Zip Code and City _____

Phone Number _____ Fax Number _____

Email Address _____

Invoice Address (if aberrant) _____

Zip Code and City _____

National VAT Number _____

PO code _____

Method of payment: (after 17th of May, you can only pay with Credit card)

- Bank (after receiving an invoice/ order confirmation)
- Credit card *):

- American Express
- Visa
- Eurocard/MasterCard

Name on card:
Number:
CVC code (backside card):
Expire date:

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





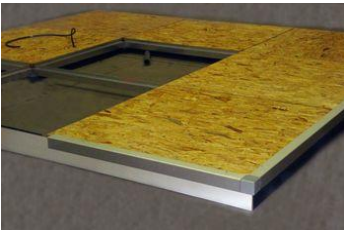

Date:	Signature:
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Early bird prices are available till 17 May.

After this date we unfortunately have to charge our regular prices (20% surcharge on the early bird prices)

ALWAYS PRESENT YOUR ORDER FORM ALONG WITH A FULLY COMPLETED COVERSHEET

Please email the completed forms to maaike@a-booth.nl

Exhibitor:		Stand Number:	
Shell scheme			
		<p>Shell Scheme booth 3x2m Consists of wall panels between booths and a fascia with name panel on the aisles. Including carpet tiles Antracithe, 2 standard single spots and a main power connection + 1 wall socket (3 outlets).</p> <p>Early bird price € 522,50</p>	
		Quantity:	
Lighting - only for shell scheme booths			
	<p>Standard single spot LED (75W)*</p> <p>Early bird price € 44,00</p>		<p>Spot on arm (75W) LED*</p> <p>Early bird price € 52,00</p>
	Quantity:		Quantity:
* Lighting is excluding power supply - please order a main connection. A wall socket is not needed for the lights.			
Power			
Main power connection	<p>Main power connection including 1 wall socket</p> <p>Early bird price € 72,50</p>		<p>Wall socket - per 3 outlets</p> <p>Early bird price € 35,00</p>
	Quantity:		Quantity:
Floor covering			
	<p>Raised Floor</p> <p>Early bird price € 34,50 Price per m²</p>		<p>Carpet tiles</p> <p>Early bird price € 6,50 Price per m²</p>
	Sqm:		Sqm:
Date:		Signature:	


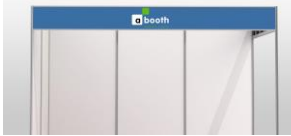



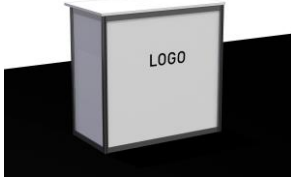
** More colors are available on request. No rights can be derived to the color images.

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Exhibitor:		Stand Number:	
Prints - only for shell scheme booths			
	Full-colour logo at fascia 25 cm High Early bird price € 82,05 <i>Price valid to max. 1 m1</i>		Full-colour printed facia panel 27 cm high Early bird price € 82,05 <i>Per m1</i>
	Quantity in m1:		Quantity in m1:
	Full colour printed backdrop into stand 2000 mm x 2500 mm Early bird price € 621,00 <i>Price includes frame and fabric</i>		Full colour printed backdrop into stand 3000 mm x 2500 mm Early bird price € 887,85 <i>Price includes frame and fabric</i>
	Quantity:		Quantity:
	Full-colour printed shell scheme wall element 1000 x 2500 mm Early bird price € 222,00		Desk with full colour logo Early bird price € 95,00
	Quantity:		Quantity:
Date:		Signature:	

Previews Backdrops





Please note that graphic files needs to be send before the 17th of May.
 You may find our delivery specifications on our website, please [click here](#).

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Exhibitor:		Stand Number:	
AV			
	Plasma screen on stand 40 inch with USB and HDMI Early bird price € 525,00		Plasma screen on stand 48 inch with USB and HDMI Early bird price € 702,00
	Quantity:		Quantity:
Cable internet	Internet connection via UTP cable Early bird price € 271,85	Free open Wi-Fi available via Beurs van Berlage	
Date:		Signature:	

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Exhibitor:		Stand Number:	
Furniture I			
	Furniture package Low Table and 2 chairs (only in black) Early bird price € 99,80		Furniture package High Bartable and 2 barstools (white or black) Early bird price € 115,20
	Quantity:		Quantity: *Colour: White/ Black
	Chair Asti Black S55 Early bird price € 23,60		Round table Ø80 cm, 75 cm high T5056 Early bird price € 55,40
	Quantity:		Quantity: *Colour: White/ Black/ Beech
	Barstool Z High 79 BK245 Early bird price € 31,40		Bar table 110 cm high diameter 80 cm T7056 Early bird price € 85,00
	Quantity: *Colour: White/ Black		Quantity: *Colour: White/ Black/ Beech
	Table 80x80x70 cm T6306 Early bird price € 59,00		Table 120x80x70 cm T6308 Early bird price € 65,00
	Quantity: *Colour: White/Black/ Beech		Quantity: *Color: White/ Black/ Beech
Date:		Signature:	

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Exhibitor:		Stand Number:	
Furniture II			
	Barstool Disco BK242 Early bird price € 41,80		Bar table 140 x 60 x 110 cm high T7615 Early bird price € 210,50
	Quantity: *Colour: White/ Black		Quantity: *Colour: White/ Black
	Barstool About a Stool High 86 BK640 Early bird price € 49,20		Bartable Copenhaque High 105 cm diameter 70 cm T7710 Early bird price € 130,80
	Quantity: *Colour: White		Quantity: *Colour: White
	Folder rack A4 Spectro DR434 Early bird price € 89,40		Folder rack A4 Massy Aluminum DR420 Early bird price € 76,00
	Quantity: *Colour: White/ Black		Quantity:
	Bin AB358 Early bird price € 19,80		
	Quantity:		
Date:		Signature:	