

ORDER FORM OPTIONAL EXTRAS

SOE 2009

13-16 June 2009

RAI Amsterdam



DEADLINE FOR THIS FORM IS : Friday, 1 May 2009

Only orders received before this date will be charged against the early bird price.

The ordering system will close Monday, 8 June 2009 .

Stand number:

Exhibitor:

Code	Description	Early bird price	Regular price	Quantity	Total
3-WS100250	White system wall element, 100 x 250 cm (wxh)	€ 60,00	€ 75,00		€
3-WS 50250	White system wall element, 50 x 250 cm (wxh)	€ 50,00	€ 62,50		€
3-WSKE100250	Surcharge system wall element in standard color COLOUR: _____	€ 42,00	€ 52,50		€
3-DDS	Lockable door(white), 100x 250 cm (wxh)	€ 150,00	€ 187,50		€
3-RP100	Ceiling grid, 100 x 100cm, per m ²	€ 25,00	€ 31,25		€
4-VD	Black out ceiling cloth, per m ²	€ 23,50	€ 29,38		€
3-WGB100250	Wall element half Perspex, 100 x 250 cm(wxh)	€ 128,00	€ 160,00		€
3-WG100250	Wall element Perspex, 100x250cm (wxh)	€ 128,00	€ 160,00		€
3-SS	Tilted shelf, 100x30cm.	€ 36,75	€ 45,94		€
3-SR25	Horizontal shelf, 100x 25cm.	€ 36,75	€ 45,94		€
3-SR50	Horizontal shelf, 100x50cm	€ 44,00	€ 55,00		€
3-SR5050	Horizontal shelf, 50x50cm	€ 36,75	€ 45,94		€
3-GO	Curtain (black) on rail, 100cm. width	€ 58,00	€ 72,50		€

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:

TOTAL

(excl. 19% VAT)

€

DATE: SIGNATURE:

Conditions:

1. Please sign this order form for confirmation and complete the Payment Details forms. Orders without a signature and completed Payment Details can not be processed. Full payment must be received before opening event. 2. By signing this document, customer acknowledges Gielissen Terms & Conditions. There will be no reimbursement possible for cancellation of items and man power after 1st of May 2009 and during the build-up.

PLEASE RETURN TO: GIELISSEN INTERIORS & EXHIBITIONS, E-MAIL: SOE@GIELISSEN.NL

P.O. Box 8112 – 1005 AC Amsterdam – The Netherlands Tel.: +31 20 581 14 11 – Fax: +31 20 581 14 14

REQUEST FORM SHELL SCHEME PLUS

SOE 2009

13-16 June 2009

RAI Amsterdam



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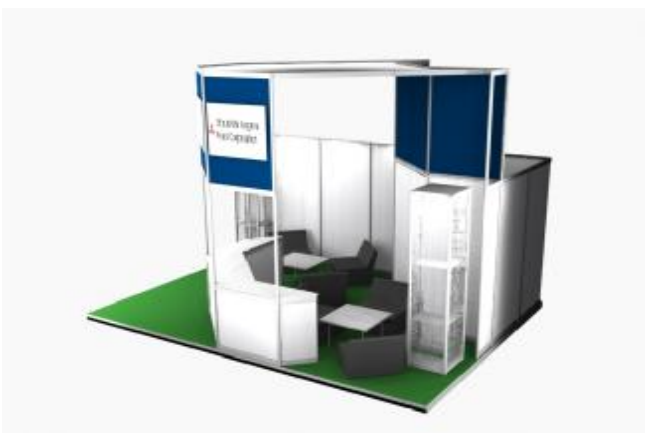
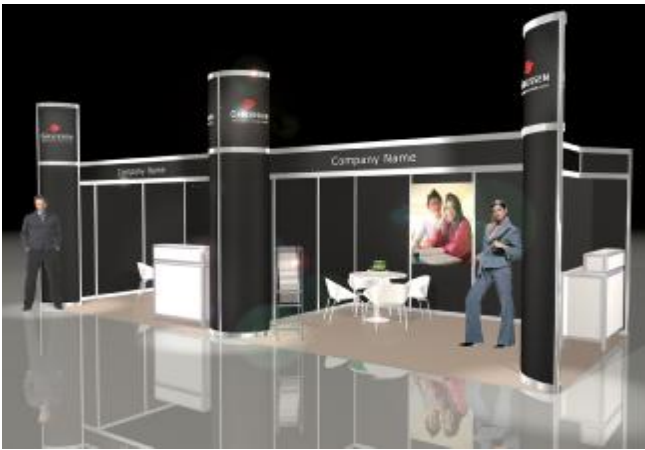
We would like to mention that Gielissen is able to provide you with any request of stand construction you might have. This can be the rent of shell scheme or wooden wall elements till an upgraded shell scheme or designed wooden stand construction available in different price categories.

With **shell scheme plus**; a standard shell scheme stand can be upgraded to create a unique look consistent with your corporate image. This can be done using coloured panels, full wall graphics, perspex panels, eyecatchers and various other items. Below are a few examples of the possibilities that can be realized with the shell scheme system. Off course colours and lay-out can be adjusted.

For **wooden stand construction** please check our portfolio at our website: www.gielissen.com (project portfolio > exhibitions projects), We are able to provide you with a basic stand, but also with a complete designed stand.

Stand number:

Exhibitor:



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ORDER FORM ELECTRICITY MAIN CONNECTIONS

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The power will be switched on at the last day of the build up, and will be switched off 1 hour after the start of the dismantling. The day power connections will be switched on and off each day during the show 1 hour before the start and 1 hour after the closing of the show.

Stand number:

Exhibitor:

Code	Description	Early bird price	Regular price	Quantity	Total
17-HA3	3 kW/230V/16A day power, incl. wall socket & consumption	€ 214,00	€ 267,50		€
17-HA5	5 kW/400V/16A day power, incl. CEE socket & consumption	€ 303,00	€ 378,75		€
17-HA10	10 kW/400V/16A day power, incl. CEE socket & consumption	€ 485,00	€ 606,25		€
17-HA15	15 kW/400V/32A day power, incl. CEE socket & consumption	€ 676,00	€ 845,00		€
17-HA20	20kW/400V/32A day power, incl. CEE socket & consumption	€ 827,00	€ 1.033,75		€
17-HA30	30kW/400V/63A day power, incl. CEE socket & consumption	€ 1.218,00	€ 1.522,50		€
17-HA40	40kW/400V/63A day power, incl. CEE socket & consumption	€ 1.521,00	€ 1.901,25		€
17-HA60	60kW/400V/125A day power, incl. CEE socket & consumption	€ 2.202,00	€ 2.752,50		€
17-HA3C	3 kW/230V/16A current power, incl. wall socket & consumption	€ 230,00	€ 287,50		€
17-HA5C	5 kW/380V/16A current power, incl. CEE socket & consumption	€ 319,00	€ 398,75		€
17-HA10C	10kW/380V/16A current power, incl. CEE socket & consumption	€ 501,00	€ 626,25		€
17-HA30C	30kW/380V/63A current power, incl. CEE socket & consumption	€ 1.234,00	€ 1.542,50		€
17-09965	Power during build up, price per connection / per day required days:	€ 180,00 per day/per connection	€ 225,00 per day/per connection		€

Stand has a raised floor; YES / NO Height of the floor; _____ CM

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.

TOTAL
(excl. 19% VAT)

€

DATE: SIGNATURE:

Conditions:

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ORDER FORM LIGHTING & WALL- SOCKETS

SOE 2009
13-16 June 2009
RAI Amsterdam



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Stand number:

Exhibitor:

Below mentioned items are excluding main connection and consumption.

Code	Description	Early bird price	Regular price	Quantity	Total
5-00001	Spotlight, 120W	€ 35,00	€ 43,75		€
5-02000	Spotlight on arm, 120 W	€ 60,00	€ 75,00		€
5-06001	European socket 1000W/230V, 2 plug	€ 40,00	€ 50,00		€
5-06002	European socket 3000W/230V, 2 plug	€ 75,00	€ 93,75		€
5-06014	European extension cord, 3 meter, 1500W/230V, 4 plug	€ 33,00	€ 41,25		€
5-ADUK	Adaptor UK / 230V, 1 plug	€ 33,00	€ 41,25		€
5-ADUS	Adaptor USA / 230V, 1 plug	€ 33,00	€ 41,25		€
5-06152	American socket, 1000W/230V, 2 plug	€ 50,00	€ 62,50		€
5-06772	Transformer 3000W/ 230-110V, incl. 2 American Outlets	€ 320,00	€ 400,00		€
5-06101	CEE 16A / 400V (max. 10 kW)	€ 115,00	€ 143,75		€
5-06102	CEE 32 A / 400V (max. 20 kW)	€ 159,00	€ 198,75		€
5-06103	CEE 63 A / 400V (max. 40 kW)	€ 243,00	€ 303,75		€
5-06104	CEE 125 A / 400V (max. 80 kW)	€ 330,00	€ 412,50		€

Stand has a raised floor; YES / NO Height of the floor; _____ CM

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TOTAL
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€

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ORDER FORM WATER & COMPRESSED AIR

SOE 2009

13-16 June 2009

RAI Amsterdam



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Stand number:

Exhibitor:

Code	Description	Early bird price	Regular price	Quantity	Total
9-012	Water supply with 40mm waste pipe, incl. connecting and consumption	€ 460,00	€ 575,00		€
9-013	Water supply without drain, incl. consumption	€ 300,00	€ 375,00		€
9-004	Extra water connection (one tap point), incl. connecting	€ 195,00	€ 243,75		€
9-005	Extra diameter 40mm waste pipe	€ 195,00	€ 243,75		€
9-010	Bring connection to upper floor	€ 135,00	€ 168,75		€
9-008	Kitchen unit with fridge, boiler and hot plate	€ 250,00	€ 312,50		€
9-001	Draining board with support structure(LxWxH : 101x55x90cm)	€ 100,00	€ 125,00		€
9-003	Electric hot water storage heater, 5 ltr(230V/2kW) to be placed over the sink	€ 100,00	€ 125,00		€
9-009	Compressed air connection (max. 6 Bar / 700 l/min)	€ 490,00	€ 612,50		€
9-006	Extra compressed air connection	€ 270,00	€ 337,50		€

Do you have an air-conditioning unit on your stand?* YES / NO

Stand has a raised floor; YES / NO Height of the floor; _____ CM

If you are using an air-conditioning unit on your stand, extra charges for the use of water may apply. We will inform you about this before hand.

IMPORTANT:

After receiving this form we will check if it is possible to have the requested delivered to your stand. All the exhibitors that have water installed in their stand must turn off the water at the mains each day that the exhibition closes. Before the exhibition opens the next day, the water should be turned on and allowed to run for at least 1 minute. Please read carefully the rules and regulations of the venue.

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TOTAL
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€

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REQUEST FORM RIGGING

SOE 2009
13-16 June 2009
RAI Amsterdam



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To be able to process your rigging request we need the following information. After receiving all required information we will send you a quotation. Please supply us with a drawing according to the below example.

NEEDED INFORMATION:

Material: _____
Size: _____
Weight: _____
Height from the floor: _____
Remarks: _____

Requirements: Wires / Hoists / Truss / Lighting / Main connection ___ kW

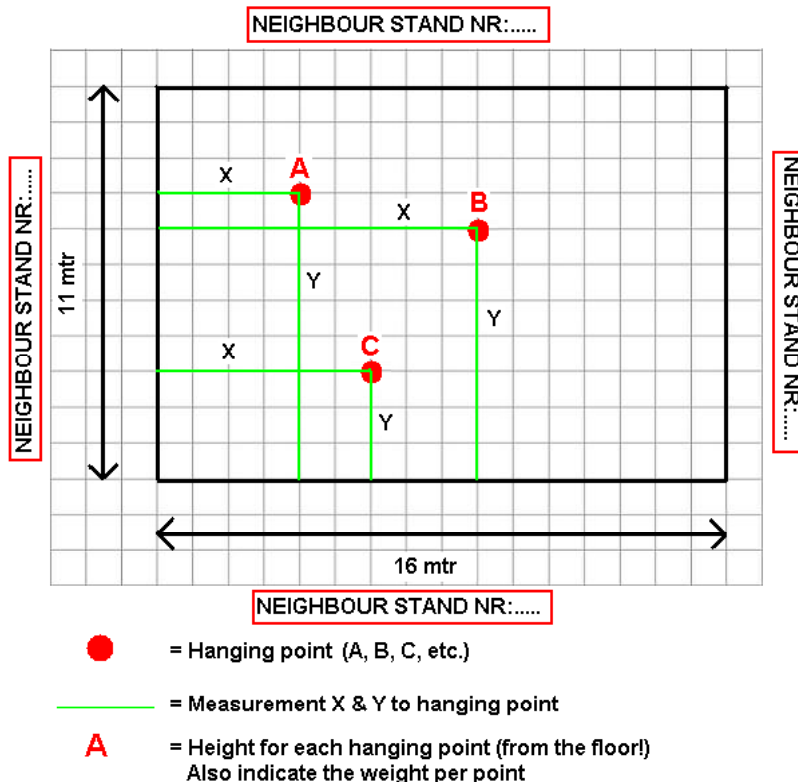
Please send us a drawing made on our grid form according our below requirements.

Contact person on site and cell phone number obligated:

Name: _____ Cell phone number: _____

Stand number:

Exhibitor:



DATE: SIGNATURE:

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Stand number:

Exhibitor:

Code	Description	Early bird price	Regular price	Quantity	Total
141-01	Analogue telephone line including phone, excluding call costs	€ 152,00	€ 190,00		€
141-02	Extra telephone hand-set (same number)	€ 40,00	€ 50,00		€
141-03	Analogue fax line including fax machine, excluding call costs and paper	€ 390,00	€ 487,50		€
141-04	Analogue fax line excluding fax machine, call costs and paper	€ 162,50	€ 203,15		€
141-05	Wireless telephone line including DECT hand set, excluding call costs	€ 199,00	€ 248,75		€
141-06	Call costs per unit	€ 0,41	€ 0,51		€
141-07	ISDN line. Please note: if you want to use the line you need to bring your own modem and pc with ISDN network card	€ 362,00	€ 452,50		€
141-08	256 kbps Internet connection	€ 667,00	€ 833,75		€
141-09	512 kbps Internet connection	€ 934,00	€ 1.167,50		€
141-10	1024 kbps Internet connection	€ 1.336,00	€ 1.670,00		€
141-11	2048 kbps Internet connection	€ 2.005,00	€ 2.506,25		€
141-17	4096 kbps Internet connection	€ 3.345,00	€ 4.181,25		€
141-12	3 public IP addresses	€ 340,00	€ 425,00		€
141-13	11 public IP addresses	€ 521,25	€ 651,55		€
141-14	HUB 8 port	€ 53,50	€ 66,85		€
141-15	HUB 16 port	€ 67,00	€ 92,00		€
141-16	UTP Cable per meter	€ 2,50	€ 3,15		€

Stand has a raised floor; YES / NO

Height of the floor; _____ CM

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TOTAL
(excl. 19% VAT)

€

DATE: SIGNATURE:

Conditions:

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ORDER FORM FLOORS & CARPET

SOE 2009
13-16 June 2009
RAI Amsterdam



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Only orders received before this date will be charged against the early bird price.
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Stand number:

Exhibitor:

Code / Colour	Carpet tiles	Early bird Price per m ² / m ¹	Regular Price per m ² / m ¹	Quantity m ² / m ¹	Total
4-TT	Escolita Carpet tiles 50x50cm, per m ²	€ 9,50	€ 12,00		€
Code / Colour	Carpet from the roll	Early bird Price per m ² / m ¹	Regular Price per m ² / m ¹	Quantity m ² / m ¹	Total
15-TNP Colour: _____	Needle felt Carpet , incl. foil cover during build up, per m ²	€ 17,50	€ 22,00		€
15-TR Colour: _____	Cord Carpet Carpet, incl. foil cover during build up, per m ²	€ 22,00	€ 27,50		€
15-TV Colour: _____	Velour Carpet, incl. foil cover during build up, per m ²	€ 35,00	€ 43,75		€
15-TDEASYWALK	Padding 1 cm thick, per m ² Only for velour carpet & below plinths are needed	€ 20,00	€ 25,00		€
15-TDPLINTT	Plinth for carpet, per m ¹	€ 18,00	€ 22,50		€
Code / Colour	Laminate Floor	Early bird Price per m ² / m ¹	Regular Price per m ² / m ¹	Quantity m ² / m ¹	Total
15-LOC / LOFT Colour: beech / cherry	Laminate, incl. foil cover during build up, per m ²	€ 42,00	€ 52,50		€
15-TDPOLYPRON	Under layment for laminate, per m ²	€ 9,00	€ 11,25		€
15-TDPLINTL	Plinth for laminate, per m ¹	€ 21,00	€ 26,25		€
Code / Colour	Raised Floor	Early bird Price per m ² / m ¹	Regular Price per m ² / m ¹	Quantity m ² / m ¹	Total
60-VV	Raised floor H10 cm, incl. aluminum plinth, per m ²	€ 32,00	€ 40,00		€

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

ORDERS FOR A RAISED FLOOR WITHOUT GRID FORM CAN NOT BE ACCEPTED

PLEASE INDICATE CABLES ELECTRICITY CLEARLY ON THE GRID FORM

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

DATE: _____ TIME: _____

TOTAL
(excl. 19% VAT)

€

DATE: SIGNATURE:

Conditions:

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ORDER FORM FLORAL DECORATION

SOE 2009

13-16 June 2009

RAI Amsterdam



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Stand number:

Exhibitor:

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

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

TOTAL
(excl. 19% VAT)

€

DATE: SIGNATURE:

Conditions:

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ORDER FORM SIGNAGE

SOE 2009

13-16 June 2009

RAI Amsterdam



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Stand number:

Exhibitor:

Code	Description	Early bird price	Regular price	Quantity	Total
11-LOC	Logo on a counter, width 80 cm	€ 110,00	€ 137,50		€
11-BORDP	Full colour print on a board 95x95 cm	€ 170,00	€ 212,50		€
11-PRINTW	Full colour print on a wall element, 95x236cm, shell scheme frame will be visible, see below picture 1	€ 330,00	€ 412,50		€
11-DTP	DTP- Hours (Assistance with artwork)	€ 80,00	€ 100,00		€

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.



Item/ Code: 11-PRINTW
Full colour print on a wall element,
shell scheme frame will be visible

TOTAL
(excl. 19% VAT)

€

DATE: SIGNATURE:

Conditions:

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ORDER FORM STAND CLEANING

SOE 2009

13-16 June 2009

RAI Amsterdam



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Stand number:

Exhibitor:

Code	Description	Early bird price per m ² / hour	Regular price per m ² / hour	Quantity	Total
52-OP	m ² initial cleaning of the stand before opening of the event	€ 1,50 p/m ²	€ 1,90 p/ m ² m ²	€
52-DAG	m ² daily stand cleaning	€ 3,05 p/m ²	€ 3,85 p/m ² m ²	€
52-PLASTIC	m ² cut out plastic from floor before start of the show	€ 1,00 p/m ²	€ 1,25 p/m ² m ²	€
52-UUR	hour rate special cleaning	€ 55,00 p/hour	€ 68,75 p/hour		€

For the initial and daily 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)

The hour rate special cleaning can be ordered for:

- cleaning of walls, furniture and glass boxes/windows etc..

Please mention below your special requirements or remarks.

TOTAL

(excl. 19% VAT)

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ORDER FORM AUDIOVISUAL EQUIPMENT

SOE 2009

13-16 June 2009

RAI Amsterdam



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Stand number:

Exhibitor:

Code	Description	Early bird price	Regular price	Quantity	Total
6-25616	Plasma screen 43", data/video including floor standard	€ 819,00	€ 1.023,75		
6-25701	Plasma screen 50", data/video including floor standard	€ 1.380,75	€ 1.725,94		
6-10214	PC desktop, Pentium IV, 2.6ghz, 512 MB RAM, 80GB hard disk, 15" TFT	€ 552,80	€ 691,00		
6-11517	TFT monitor 17"	€ 264,00	€ 330,00		
6-11512	TFT monitor 20"	€ 304,00	€ 380,00		
6-27616	TFT monitor 32"	€ 656,00	€ 820,00		
6-DVD	DVD-player	€ 210,00	€ 262,50		

Special requirements:

General terms and Conditions:

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. Unless otherwise specified, equipment will be supplied without support furniture. The electrical supply and necessary sockets are not included. Cables will be supplied in standard lengths. Any installation requiring more than 1,5 m cable would have an additional charge per meter. Cranes or other special equipment if needed for set-up are not included.

Liability of client:

You as client are liable for any loss or damage of any equipment howsoever arising from the time of delivery and start of set-up in the event facility until the removal of equipment by our staff at the end of the show. Any lost or damaged equipment will be invoiced as per official price list of manufacturer.

TOTAL
(excl. 19% VAT)

€

DATE: SIGNATURE:

Conditions:

1. Please sign this order form for confirmation and complete the Payment Details forms. Orders without a signature and completed Payment Details can not be processed. Full payment must be received before opening event. 2. By signing this document, customer acknowledges Gielissen Terms & Conditions. There will be no reimbursement possible for cancellation of items and man power after 1st of May 2009 and during the build-up.

PLEASE RETURN TO: GIELISSEN INTERIORS & EXHIBITIONS, E-MAIL: SOE@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 HOSTESSES

SOE 2009

13-16 June 2009

RAI Amsterdam



DEADLINE FOR THIS FORM IS : Friday, 1 May 2009

Only orders received before this date will be charged against the early bird price. The ordering system will close Monday, 8 June 2009 .

Due to planning reasons it is not possible to order man power after the deadline

Code	Description	Price before deadline	Total Quantity / hours / items	Total amount
70-01	Price per hostess for 4 hours per day (minimum charge), incl. travel expenses Languages Dutch & English	€ 215,00	Quantity: _____	€
70-02	Additional hour rate per hostess Languages Dutch & English	€ 45,00	Hours: _____	€
70-03	Surcharge per Hostess per hour for extra language: French	€ 2,25	Hours: _____	€
70-04	Surcharge per Hostess per hour for extra language: Spanish	€ 2,25	Hours: _____	€
70-06	Costs per uniform (dark blue) per day, (Can be ordered or provided by client)	€ 30,50	Quantity: _____	€
70-07	Costs per lunch per day (Can be ordered or provided by client)	€ 15,00	Quantity: _____	€
70-08	Costs per Diner (Can be ordered or provided by client)	€ 25,00	Quantity: _____	€

Please specify the hours (number of people and working hours) below, we will charge a minimum of 4 hours a day per hostess. We will also charge lunch break & Diner times.

Additional working hours (other than mentioned on this form) will be charged after the event.

<u>Date:</u>	<u>Quant.</u>	<u>Start Time:</u>	<u>End Time:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Contact person on-site cell phone number obligated:

Name: _____ Cell phone number: _____

Meeting point:

Clear description of tasks (please include separate A4 if needed)

Stand number:

Exhibitor:

TOTAL
(excl. 19% VAT)

€

DATE: SIGNATURE:

Conditions:

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ORDER FORM MAN POWER

SOE 2009
13-16 June 2009
RAI Amsterdam



DEADLINE FOR THIS FORM IS : Friday, 1 May 2009

Only orders received before this date will be charged against the early bird price.
The ordering system will close Monday, 8 June 2009 .

Due to planning reasons it is not possible to order man power after the deadline.

Stand number:

Exhibitor:

Code	Description	Price before deadline	Total quantity / hours	Total
12-MK01	Manpower Monday till Friday price for 4 hours per day per person, incl. travel expenses (minimum charge)	€ 305,00	Quantity: _____	€
12-MK02	additional hour rate per person Monday till Friday	€ 69,00	Hours: _____	€
12-MKZA01	Manpower Saturday price for 4 hours per day per person, incl. travel expenses (minimum charge)	€ 403,00	Quantity: _____	€
12-MKZA02	additional hour rate per person Saturday	€ 91,00	Hours: _____	€
12-MKZO01	Manpower Sunday Price for 4 hours per day per person, incl. travel expenses (minimum charge)	€ 503,00	Quantity: _____	€
12-MKZO02	Additional hour rate per person Sunday	€ 119,00	Hours: _____	€

Please specify the hours (number of people and working hours) below, we will charge a minimum of 4 hours a day per person, we will also charge lunch break & diner times.

Additional working hours (other than mentioned on this form) will be charged after the event.

Date:	Quant.	Start Time	End Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Contact person on-site cell phone number obligated:

Name: _____ Cell phone number: _____

Clear description of tasks (please include separate A4 if needed)

Please let us know what kind of workman you need and what tools they should bring. We also need a plan/drawing of the stand and a description of the activities.

TOTAL
(excl. 19% VAT)

€

DATE: SIGNATURE:

Conditions:

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PAYMENT DETAILS - COMPULSARY – page 1 of 2

SOE 2009

13-16 June 2009

RAI Amsterdam



DEADLINE FOR THIS FORM IS : Friday, 1 May 2009

Only orders received before this date will be charged against the early bird price.
The ordering system will close Monday, 8 June 2009 .

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

Stand number:

Exhibitor:

DATE: SIGNATURE:

Conditions:

1. Please sign this order form for confirmation and complete the Payment Details forms. Orders without a signature and completed Payment Details can not be processed. Full payment must be received before opening event. 2. By signing this document, customer acknowledges Gielissen Terms & Conditions. There will be no reimbursement possible for cancellation of items and man power after 1st of May 2009 and during the build-up.

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PAYMENT DETAILS COMPULSARY – page 2 of 2

SOE 2009

13-16 June 2009

RAI Amsterdam



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

ORDER SUMMARY

ORDER FORM	AMOUNT
Order form Fascia Text (s) & Logo	€
Order form Optional Extras	€
Order form Electricity Main Connections	€
Order form Lighting & Wall - Sockets	€
Order form Water & Compressed Air	€
Order form Rigging	€
Order form Telephone & Internet	€
Order form Furniture	€
Order Form Floors & Carpet	€
Order Form Floral Decoration	€
Order Form Signage	€
Order Form Stand Cleaning	€
Order Form Audiovisual Equipment	€
Order Form Hosstess	€
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 the 8th of June have an additional 25% surcharge upon the regular price and cannot be guaranteed.

Cancellations of items and man power before the 1st of May will be charged with 10% administration costs with a minimum of € 50,00.

There will be no reimbursement possible for cancellation of items and man power after 1st of May and during the build-up. Any bank charges that may arise are for the account of the exhibitor.

Stand number:

Exhibitor:

DATE: SIGNATURE:

Conditions:

1. Please sign this order form for confirmation and complete the Payment Details forms. Orders without a signature and completed Payment Details can not be processed. Full payment must be received before opening event. 2. By signing this document, customer acknowledges Gielissen Terms & Conditions. There will be no reimbursement possible for cancellation of items and man power after 1st of May 2009 and during the build-up.

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