

Welcome

Dear Exhibitor,

Welcome to A-Booth's Manual for ESCCA from 27th till 30th September at the Jaarbeurs, Utrecht, The Netherlands.

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

To be able to provide you with the best service we can offer you **our early bird price** until the **28th of August 2023**. After this date we unfortunately have to add a surcharge (20%). Also we cannot guarantee that requested items are available for orders placed after the 28th of August 2023. 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 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 these deadlines:

- *Early bird price available until the **28th of August 2023***
- *Graphics, AV, internet & power: please send your graphic files before the **7th of September 2023***
- *Close ordering **11th of September 2023***

Stand packages

UB Stand 6m2 (3x2)



Your standard stand package includes:

- White walls, shell scheme , 100 X 250 cm (wxh)
- Fascia with company name;
- Carpet tiles color anthracite;
- **1 kw electricity included in m² price;**
- 1x LED pendelspot, 15 watt, on rail, per 3m1;
- **Wi-Fi.**

Coversheet

We kindly ask your attention for the following: if you would like to make an (additional) order for the construction, furnishing or decoration of your stand at the exhibition mentioned above, **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 _____

Contact Person _____

Address _____

Zip Code and City _____

Phone Number _____ Fax Number _____

Email Address _____

Invoice Address (if aberrant) _____

Zip Code and City _____

National VAT Number _____

Method of payment:

Bank (after receiving an invoice/ order confirmation)

Creditcard *):

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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Graphics

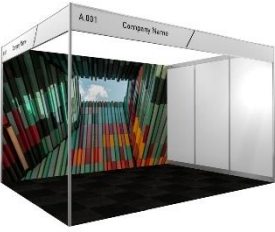


Early bird prices are available till the 28th of August

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

When you order graphics for your stand, pls. send the artwork files according the specifications for artwork to: hylke@a-booth.nl

Note: the deadline for ordering graphics and sending graphic files is the 7th of September

Exhibitor:		Stand Number:	
Construction			
	Full colour, backwall print print Per m1 wall Early bird price € 175,00 <i>Please note that prices can vary, it depends on the square meters of the stand.</i>		Full colour logo on desk, desk not included! 80 x 80 cm Early bird price : €115 <i>Please note that prices can vary, it depends on the square meters of the stand</i>
	Quantity in m1:		Quantity
	Full colour logo max 80x80 on wall Early bird price: € 95,00		
	Quantity in m1:		Quantity in m1:
	Quantity in m1:		
Date:		Signature:	

Furniture

<p>Early bird prices are available till the 28th of August</p> <p>After this date we unfortunately have to charge our regular prices (20% surcharge on the early bird prices)</p> <p>ALWAYS PRESENT YOUR ORDER FORM ALONG WITH A FULLY COMPLETED COVERSHEET</p> <p>Please email the completed forms to: hylke@a-booth.nl</p> <p>Note: the deadline for ordering furniture is the 11th of September</p>			
Exhibitor:		Stand Number:	
Furniture			
	Chair: Olivia Wit (s856) Chrome/white Early bird price: € 27		Barstool: Kube Wit (B521wi) Chrome/white Early bird price: €35
	Quantity :		Quantity :
	Chair: Alexa wit (S863WI) Chrome/white Early bird price : € 35		Barstool: Olivia (B523) Chrome/white Early bird price : € 37
	Quantity :		Quantity :
	Chair: Forest (S865) Black Early bird price: € 45		Table: Fast (T352) Black Early bird price: € 59
	Quantity :		Quantity :

	<p>Table : Trumpet (T309WI) Chrome/white</p> <p>Early bird price : € 27</p> <p>Quantity :</p>		<p>Standing table: Staro (T310WI) Chrome/white</p> <p>Early bird price : € 52</p> <p>Quantity :</p>
	<p>A-booth desk 100 x 100 x 50 (wxhxd)</p> <p>Early bird price: €115</p> <p>Quantity:</p>		<p>Spot on rail (2 pieces)</p> <p>Early bird price € 30</p> <p>Quantity:</p>
	<p>Storage room 1x1 m with door for schell scheme</p> <p>Early bird price € 135</p> <p>Quantity:</p>		<p>Shell scheme aluminium 30 cm in depth for schell scheme</p> <p>Early bird price € 30</p> <p>Quantity:</p>
	<p>Straight shelf, 100x25cm (wxh) for schell scheme</p> <p>Early bird price € 30</p> <p>Quantity:</p>		<p>Folderstand (D403) 170 x 27 x 34 cm Aluminum</p> <p>Early bird price € 87</p> <p>Quantity:</p>
<p>Date:</p>		<p>Signature:</p>	





Please Note:

- For personal furniture requests, please contact Hylke Oosterhof
- We cannot guarantee that the requested items are still available at the time that the order is placed. After the order placement we will check our supply and confirm the order.

Early bird prices are available till the 28th of August
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: hylke@a-booth.nl
Note: the deadline for ordering AV is the 7th of September

Exhibitor:		Stand Number:	
AV & Internet			
	LED screen 43inch on floor pedestal Early bird price € 345 Rental price for the entire exhibition period		LED screen 49inch on floor pedestal. Early bird price €415,75 Rental price for the entire exhibition period
	Quantity:		Quantity:
	HDMI- Cable 5 meter Early bird price € 8,75		HDMI- Cable 10 meter Early bird price € 12,25
	Quantity:		Quantity:
Date:		Signature:	

Early bird prices are available till the 28th of August

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: hylke@a-booth.nl

Note: the deadline for ordering electra is the 7th of September

Exhibitor:

Stand Number:

Electra



Wall Socket 3kW

Early bird price **€ 47,50**

Quantity:



Wall Socket 1kW

Early bird price **€ 37,50**

Quantity:

Date:

Signature:

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Fascia name

<p>Early bird prices are available till the 17th of April</p> <p>After this date we unfortunately have to charge our regular prices (20% surcharge on the early bird prices)</p> <p>ALWAYS PRESENT YOUR ORDER FORM ALONG WITH A FULLY COMPLETED COVERSHEET</p> <p>Please email the completed forms to: hylke@a-booth.nl</p> <p>Note: the deadline for ordering fascia names is the 24st of April</p>	
Exhibitor:	Stand Number:

COMPANY NAME AT FASCIA

In the grid below please fill in the detailed company or institution name as you wish to be mentioned at the fascia panel of the stand. Except spelling, pay attention to the use of capital and under cast characters. On 1 line appr. 20 characters can be placed. Extra characters will be charged € 1,85 per character.

If this form is not sent, the name will be used as known by the organization and named in the list of exhibitors.

Order conditions

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

- The order coversheet must always be filled in completely and after being dated and undersigned be sent 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 undersigned;
- After receiving your order A-Booth exhibition services will send a confirmation. 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.

Graphic order conditions

We would like to receive your digital artwork print files at least 10 working days before the set-up of the exhibit. This is necessary to guarantee quality and delivery. As soon as we receive your print files, the responsible project manager will assess the files on resolution and quality. If an adjustment needs to be made, we will adjust it in consultation with you and send it for approval. If we carry out DTP work, € 39.25 per half hour will be charged. If print files arrive after 10 working days, we are unfortunately forced to charge an extra surcharge of 20% on the quoted prices. Print panels are offered to you on a rental basis. Additional costs are charged for the purchase or storage of these panels.

Date:	Signature:
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