

ORDER FORM | BOOTH PARTY

Deadline for order: 23 September 2016

Company name: _____
VAT No.: _____
Street/Postal Code: _____
City: _____
Country: _____
Phone/Fax: _____
Contact Person: _____
E-Mail: _____
Stand no.: _____

For orders received between 24th September 2016 and 17th October 2016 a surcharge of 10% is applied. As of 18th October 2016 an additional charge of 25% will be charged on regular prices. As of 21st October 2016, orders will only be accepted under reserve and with up to 50% surcharge. Please enclose the payment (incl. VAT) with your order for the total amount payable to SPL Alpexpo.
Any additional services or time overrun will be charged. Any infill walls and other system equipment must not be damaged through screws, nails or tape. Damaged rental material will be charged. The prices are rental prices valid for the event (max. 7 days) incl. installation & dismantling, excl. 20% VAT. Invoicing handled by ALPEXPO Grenoble. After receipt of the invoice, payment must be made within 10 days. All invoices have to be paid until 18th October 2016. Payment is not refundable if delivery and installation as well as payment have already been made.

Payment information: by bank transfer by credit card
By bank transfer:
Beneficiary's name: SPL ALPEXPO
IBAN: FR76 1390 6001 0577 9396 3800 059 SWIFT: AGRIFR PP 839
By credit card: Type: Visa MasterCard
Company Name: Amount: EURO:
Card Number: CVC Code:
Expiration Date: Card Holder Name:
 Please send me an invoice

Upon **approval from ALPEXPO**, parties will be allowed in the booths beginning at 17.00pm and ending 21.00pm on Tuesday, 25 October, and Wednesday, 26 October.

**The parties must end by 21pm latest. Security guard services are required based on the number of visitors.
Booth cleaning is also the responsibility of the Exhibitor and has to be ordered separately via order form.**

Expected number of visitors & staff: _____

Contact person & mobile phone no. on site: _____

Deliveries and approximate time (please read the information below):

Date of Party: Tuesday, 25 October 2016, 17.00 – 21.00
 Wednesday, 26 October 2016, 17.00 – 21.00

Procedure / Information:

One security guard is required for every 50 persons attending your event. This measure is required for your assurance of non-liability to neighboring exhibit property.

ALPEXPO applies a general **flat rate of 420.00 € / day** which includes basic security, electricity / lighting in the hall, and restroom staff (flat rate to 21.00pm).

Date: _____ **Name:** _____
Signature preceded by the mention "signed and accepted for": **Stamp:** _____

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By applying for approval of the party, the company **agrees to abide by the ending time** and to the invoicing for ALPEXPO flat rate for booth parties.

Upon approval from ALPEXPO, a confirmation will be sent back to you and forwarded to IOT PLANET.

Party invitations may only be passed out from within the confines of the booth.

Catering can be ordered via the order forms.

Important delivery information:

On exposition days, 25 – 26 October, deliveries may be made at any time in the Hall Jean Marandjian. See updated delivery information closer to the event.

Please note, that catering companies are not allowed to store goods or to use spaces anywhere in the hall out of the booth space of the exhibitor.

Date: _____ Name: _____

Signature preceded by the mention "signed and accepted for": _____ Stamp: _____