

BOOKING FORM for EXHIBITION SPACE

Please return the filled in form to **MEDIA-PLAN**
E-Mail: mp@media.co.at, FAX: (+43/1) 535 60 16

EXHIBITOR: _____

Invoice Recipient:

(company name and address) _____

PO No.: _____ VAT Reg. No.: _____
(if required) (obligatory for EU countries)

Tel.: _____ Fax: _____

Contact Person: _____ E-Mail: _____

dou

We hereby order:

Floor Space: _____ **sqm** (desired space: _____ m long x _____ m deep) per sqm € 275.--
(floor space only, without partitions)

Minimum Registration: 6 sqm

Notes: _____
(do not use for ordering additional services)

Confirmed exhibitors will receive the time schedule, further detailed information and order forms for additional services in due time. **Orders for additional services will only be accepted by submitting the respective order forms.**

Measurements are outside measurements; space booking only in full and half meters.
Proportionate basic cleaning costs are obligatory and at extra cost.

For information – please check:

- we will set up our own pre-constructed stand (approval of stand design by MEDIA-PLAN required)
- we will bring a folding/umbrella stand
- we will order a standard rental booth at extra cost (by submitting the respective order form)

Conditions of payment and cancellation:

Prices are net. For companies with Austrian VAT Reg. No.: + 20% VAT + 1% contract fee. For all other countries: net prices - the tax liability lies with the benefit recipient. After submitting the "Booking form for Exhibition Space" the exhibitor will receive a confirmation of the booking as well as the 50% part-payment invoice which is payable on receipt. The final invoice will be issued 2-3 months prior to the start of the congress and is again payable on receipt. For all bookings which are submitted less than 3 months before the start of the congress, the exhibitor will receive a confirmation of the booking as well as the invoice for the whole rental fee (100%) which is again payable on receipt. Bank transfer to the "MEDIA-PLAN" account at UniCredit Bank Austria AG, Schottengasse 6-8, 1010 Vienna, Austria, account no. 02250170400, bank code 12000, BIC: BKAUATWW, IBAN: AT18 1100 0022 5017 0400. All charges shall be covered by the sender. Cancellation fee: 50% of total space if rental is cancelled or reduced up to 3 months prior to the congress, 100% thereafter. Place of jurisdiction: Vienna, Austria.

Congress Venue: Hilton Vienna, Am Stadtpark, 1030 Vienna, Austria

Booth allocation will consider sponsoring activities, booth size, date of application and payment date of part-payment invoice.

By signing this contract we accept the enclosed conditions for participation in the exhibition.

Place / Date

Stamp of Company / Signature of Official Representative