

Dear Exhibitor,

Welcome to A-Booth's Trade Fair Manual for the World Conference for Inspection and Maintenance Robotics from October 22nd till October 23th, in De Doelen Rotterdam.

We are pleased that organizer SPRINT ROBOTICS 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 1st of October 2019. After this date we unfortunately have to charge a surcharge. Also we cannot guarantee that all requested items are available for orders placed after the 1st of October 2019. **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!

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 **):

American Express

Visa

Eurocard/Mastercard

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

*) When ordering after 1st of October 2019 only payments with a credit card are accepted!

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

Date:	Signature:
--------------	-------------------

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 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 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.

COMPANY NAME AT FASCIA

On the order form 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 column is not send in, the name will be used as known by the organization and named in the list of exhibitors.

As an extra order we can provide exhibitors with their company logo at the fascia panel or elsewhere in the stand. Please send in an example to the e-mail address mentioned above and you will receive a price-offer on a short term.

The offered price is based on the desired size and the number of colours in the logo. For the fascia panel the maximum height is 27cm. When the offer is accepted an .eps outline extension is necessary for the best result.

In order for the fascia to be printed correctly, please ensure the company name provided to both the organization and A-Booth are identical.

Regular price is available till 1st of October 2019
After this date we unfortunately have to charge 20% surcharge
ALWAYS PRESENT YOUR ORDER FORM ALONG WITH A FULLY COMPLETED COVERSHEET
Please email the completed forms to jasper@a-booth.nl

Exhibitor:	Stand Number:
-------------------	----------------------

Construction			
	C1		C2
	Lockable stand storage 1x1x2.5m Regular price € 107,65		Shelf straight Regular price € 25,50
	C3		C4
	Extra wall Regular price € 29,75		Sloping shelf Regular price € 25,50

Regular price is available till 1st of October 2019
 After this date we unfortunately have to charge 20% surcharge
ALWAYS PRESENT YOUR ORDER FORM ALONG WITH A FULLY COMPLETED COVERSHEET
 Please email the completed forms to jasper@a-booth.nl

Exhibitor:		Stand Number:	
Graphics & Prints			
	G1		G2
	<p><i>Full-colour logo at facia 25cm High</i></p> <p>Regular price € 59,55</p>		<p><i>Full-colour printed facia panel 25cm high, Per m1</i></p> <p>Regular price € 35,75</p>
	G3		G4
	<p><i>Full colour printed backdrop on fabric into stand, per wall element of 1 x 2,5m (WxH)</i></p> <p>Regular price €159,50</p>		<p><i>1x Full-colour printed shell scheme wall element 98,2 x 231,2cm (WxH)</i></p> <p>Regular price €147,90</p>
	G5		G7
	<p><i>Logo on computer desk (computer desk not included)</i></p> <p>Regular price € 55,00</p>		<p><i>Logo on lockable desk (lockable counter not included)</i></p> <p>Regular price € 65,00</p>

Example printed backdrop on fabric



Example printed shell scheme wall element



Regular price is available till 1st of October 2019
After this date we unfortunately have to charge 20% surcharge
ALWAYS PRESENT YOUR ORDER FORM ALONG WITH A FULLY COMPLETED COVERSHEET
Please email the completed forms to jasper@a-booth.nl

Exhibitor:		Stand Number:	
Furniture			
	F1		F2
	Chair Bari (S55) Regular price € 25,00		Round table 75 cm high diameter 80cm (T5056) Regular price € 45,00
	F3		F4
	Barstool Lando white (B508WI) Regular price € 27,95		Bar table 110cm high Diameter 80cm (T7512) Regular price € 82.50
	F5		F6
	Table 80x80x70 (T6306) Available in White and black Regular price € 47.50		Table 120x80x70 (T6307) Available in White, and black Regular price € 49,50
	F7		F8
	Computer Counter 50x50x100cm high Regular price € 74,95		Lockable counter white 100x40x100cm high Regular price € 98,50
	F9		F10
	Folder rack A4 (D403) Regular price € 97,50		Bin (AB352) 25 liter Regular price € 15,00

Regular price is available till 1st of October 2019
After this date we unfortunately have to charge 20% surcharge
ALWAYS PRESENT YOUR ORDER FORM ALONG WITH A FULLY COMPLETED COVERSHEET
Please email the completed forms to jasper@a-booth.nl

Exhibitor:		Stand Number:	
AV			
	AV1 Plasma screen on stand 42inch Regular price € 565,50		AV2 Plasma screen on wall 50inch Regular price € 795,00
Internet connection			
	I1 Wired internet connection Regular price € 182.50		
Electra & Lights			
	EL1 Spot on rail (per spot) Regular price € 28,60		EL2 Spot on arm 75kW Regular price € 35,85
	EL3 Spot on arm 150kW Regular price € 41,25		EL4 Wall socket excl. main connection Regular price € 29,40

Please note that the products mentioned in this manual, are just a selection of our products and services. If you need any other (tailor made) products and/or services, please don't hesitate to contact us.

