



3-5 juin 2015 • Lille • France

BOOTH RESERVATION FORM

PLEASE RETURN AS SOON AS POSSIBLE TO:

Alpha Visa Congrès / AFSTAL 2015
624, rue des Grèzes - 34070 Montpellier - France
Tel: +33 (0)4 67 03 03 00 - Fax: +33 (0)4 67 45 57 97
E-mail: laure@alphavisa.com

FOR OFFICE USE ONLY

Date réception du dossier :
N° du dossier :
Code sponsor :

1 Exhibitor information

Company*
Address*
.....
Post code* Town* Country*
Phone* Fax*
E-mail E-mail to be published*

Trade register Legal status (Plc., Inc., GmbH...)
Intra-community VAT number
Managing Director
Contact person (if different)
.....
Position
Direct Phone Mobile phone Fax
E-mail

** Information to be published in the abstract book.*

Logotype and communication

We invite you to send us your website address:
as well as your company logotype in high definition to laure@alphavisa.com.
Your logotype will appear on the congress website and on the different communication media during the congress.

2 Exposed firms and brands⁽¹⁾

Company / Country	Exposed brands
.....
.....
.....

⁽¹⁾ The exhibitor agrees as a condition of exhibiting or presenting the products and articles listed above to the exclusion of all others. The exhibitor agrees to obtain the necessary rights to present on his booth the firms and products named. In case of any disagreement on the existence and extent of these rights, Alpha Visa Congrès / AFSTAL 2015 will not see their responsibility engaged, in any way or for any reason.

3 Booth reservation

CODE	DESCRIPTION (see services description page 3)	AMOUNT €
6011	Non-equipped booth open on one side. Unit: 6 m ² or 9 m ² . Number of m ² required: x = m ² € 230 excl. VAT / m ² x m ²	= € excl. VAT
6012	Non-equipped booth open on two sides. Unit: 6 m ² or 9 m ² . Number of m ² required: x = m ² € 250 excl. VAT / m ² x m ²	= € excl. VAT
6021	Equipped booth open on one side. Unit: 6 m ² or 9 m ² . Number of m ² required: x = m ² € 285 excl. VAT / m ² x m ²	= € excl. VAT
6022	Equipped booth open on two sides. Unit: 6 m ² or 9 m ² . Number of m ² required: x = m ² € 305 excl. VAT / m ² x m ²	= € excl. VAT
	Extra power supplies (optional)	
6041	• 220 V single-phased – 1 KWh – 5 A : € 120 excl. VAT	= € excl. VAT
6042	• 220 V single-phased – 2 KWh – 10 A : € 165 excl. VAT	= € excl. VAT
6043	• 220 V single-phased – 3 KWh – 16 A : € 210 excl. VAT	= € excl. VAT
6045	• 220 V single-phased – 6 KWh – 32 A : € 300 excl. VAT	= € excl. VAT
	Other (please specify):	= € excl. VAT
6051	Booth cleaning service (optional) Cost: € 4 excl. VAT / m ² x m ²	= € excl. VAT
6061	Rental of one table and 2 chairs (optional) € 50 excl. VAT x number of table(s) required	= € excl. VAT
	Please return the completed form with a 40% deposit.	Total excl. VAT = € excl. VAT
	The outstanding balance must be paid upon receipt of the invoice and before the congress.	VAT 20% = € excl. VAT
	(See payment options on page 4)	Total incl. VAT = € excl. VAT

4 Booth location

Please indicate your 3 choices of location (in order of preference) mentioning the booths numbers:

1st choice: No. 2nd choice: No. 3rd choice: No.

In case of exceptional technical incidents, Alpha Visa Congrès / AFSTAL 2015 reserves the right to modify the location initially chosen upon registration.

The undersigned agrees to pay the amount due for their participation, under the above conditions. Registration is given according to the rule that they declare to know and accept all prescriptions, as well as the new dispositions or modifications that the organisers may adopt. It is forbidden to cede or to sub-let one's booth in any manner.

5 Cancellation

Any cancellation of booth reservation received before 30 April 2015 will allow the refund of the deposit, less a deduction of € 150 (excl. VAT) for administrative charges. From 30 April 2015, cancellation will involve the outright abandonment of the total amount due or paid.

6 Services description

① Booth reservation includes:

- administrative charges,
 - exhibitors badges,
 - invitations to the exhibition,
 - exhibitor technical guide,
 - one free congress registration (reserved for your colleagues) per 6 m² or 9 m² unit, or one per 9 m² unit (including access to conferences, the congress documents, 3 lunches and the congress dinner),
 - publication of your company contact details in the list of exhibitors of the abstract book,
 - list of participants,
 - publication of your company logotype on the congress website and on the different communication media during the congress.
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② Exhibition area

- Lille Metropole and Paris halls are located on level 3 of Lille Grand Palais.
 - Floor: grey.
 - Maximum weight allowed: 1.5 T/m².
 - Height beneath the ceiling: 7.47 m.
-

③ Booths

3.1 Non equipped booths (6m², 9m²)

They are delivered **without walls, without equipment , without power supply or furniture; with green carpet only.**

3.2 Equipped booths (6m², 9m²)

Include:

- 2.50m wood colored wall,
- 1 sign 30 x 40 cm (20 characters maximum),
- 1 power supply (1 kWh 220 V single-phased),
- 1 unit of 2 spotlights for 6 m² booths, 3 spotlights for 9 m² booths (100 Watts),
- green colored carpet.

Furniture not included. You will be sent a furniture catalogue in due course, along with the exhibitor's technical guide.

④ Insurance

The exhibitor agrees to contract insurance for their civil responsibilities and for the equipment displayed on the booth.

⑤ Additional services

Order forms for additional services will be available in the exhibitor technical guide to be sent later on.

7 Additional information

Information regarding furniture rental, plants order and accommodation will be sent later on.

If you wish to receive more specific information, please check the appropriate box(es):

Water supply

Booth sharing opportunities or mini-booth reservation

Private dinners organization

Breakfasts organization

Other (please specify):

8 Payment

Booth reservation will be taken into account only upon receipt of the deposit.

Payment by:

Bank cheque. Please make out your cheque in euros and payable in France to: **Alpha Visa Congrès / AFSTAL 2015**

Bank transfer: Please indicate the following references: *AFSTAL 2015 - Company name.*

Code IBAN : FR76 1350 6100 0062 1508 6300 032 - **Code BIC :** AGRIFRPP835

Bank charges to be paid by the exhibitor.

If you have any difficulties, please contact Alpha Visa Congrès.

9 Invoice address (if different)

Company / Institution

Department

Address

Post code Town

State / Province Country

Your company's intracommunity VAT number

10 VAT reclaim for non French resident companies

• For companies registered in the EU community:

Foreign businesses established in the European Union should submit their refund applications through the electronic portal set up in the state where they are established.

Link to others member states' electronic facilities: www2.impots.gouv.fr/dresg/pas-etb-stable/portails_etats_membres.htm

• For companies registered outside the EU community:

Foreign businesses established outside the European Union can be refunded their VAT paid in France on payments regarding booths and registration fees. A printed VAT reclaim form is available on the French government website: www.impot.gouv.fr - Click on: "professionnels" then "Rechercher un formulaire" and type the "Numéro d'imprimé": 3559-SD or use the link: www.impots.gouv.fr/portal/deploiement/p1/fichedescriptiveformulaire_842/fichedescriptiveformulaire_842.pdf.

You should submit your VAT refund applications to the following department:

Service de Remboursement de la TVA aux entreprises étrangères (SR-TVA) - 10, rue du Centre - TSA 60015 93465 Noisy Le Grand Cedex - France - Tel.: + 33 (0)1 57 33 84 00 - Email: sr-tva.dresg@dgfip.finances.gouv.fr

11 Agreement

Having taken note of the conditions of participation, the exhibitor requests to register, being aware that the organizers have the final say on the admission and allocation of booths.

**Signature and stamp of the company
preceded by 'Read and approved'**

In, on / /