ORDER FORMS

Deadline for orders: May 27, 2011

Payment Conditions for Orders

Prices are net, payable in Euro – the tay liabilities lies with the benefit recipient.
(For companies with Austrian VAT Nr.:+20% VAT)

On receipt of the invoice a transfer of the total sum shall be made to:

- bank account: 02250 170 400
- account name: MEDIA-PLAN, K. Kreiner & Co. KG
- name of bank: Unicredit Bank Austria
- bank code: 12000
- address of bank: Am Hof 2, 1010 Vienna/Austria
- BIC: BKAUATWW
- IBAN: AT181100002250170400

- Payment must be made without any charges to the beneficiary.
- Please indicate the invoice number in your transfer.
- All services will be invoiced before the congress.
- Deadline for ordering: May 27, 2011
- Deadline for payment: June 27, 2011
- A surcharge of 10% will be charged when ordering after the deadline and for onsite orders
- Onsite orders must be paid in cash or by credit card and are without guaranty and time limit for delivery.
- No refund and/or change of orders given after the deadline May 27, 2011
- 100% cancellation fee for cancellations of any orders after June 1, 2011
- Any dispute arising out of this agreement shall be settled by the courts of Vienna.

Please note:

- Prices include delivery to and removal from your booth space.
- Electrical connections for rented items are not included.
- All rented items are not insured automatically and must be returned in good condition. Lost or stolen items will be charged to the exhibitor.
- There is no general insurance of the whole exhibition. Special insurance on request.
- Please note, that carpet (rental or your own) is obligatory. If you use your own carpet, a written credible fire-proof certificate must be presented to Media-Plan
If you have ordered a **Standard Hardwall Booth** from ISMB, it will include the following items:

- Set up and dismantling of booth
- Wall panels, (back and side walls): aluminium structure, white panels, 2.48 m high, 1.00 m wide, usable area: 2.38 m x 0.95 m - – corner booths will be built open on 2 sides
- Fascia board along the open stand front(s), h: 40cm
- Standard lettering on fascia board, black max. 30 letters, black, Arial
- **Please indicate the company name for the name board (max. 30 letters):**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

- Your company logo (4c) mounted on the fascia board – price: € 77.—
  Please send an eps or tiff file of your logo ready for printing
- **Carpet tiles – please choose colour:**  
  - grey anthracite
  - blue
  - red
  - green
- One time basic cleaning of booth
- 1 rectangular table ("Chrome 2"), size: 120 x 70 cm, white with chromium legs  
  (no draping available!)
- 2 chairs with grey upholstery ("Comodo")
- 1 waste paper basket
- 3 spotlights (for 9 sqm booth)
- 1 electrical connection, 2.2 KW with triple socket outlet, including electricity consumption

The rental booth will be ready on Saturday, July 16, by 12:00.

**Do not forget to bring your own converters and adapters, if needed!**
Sample for 9 m² booth (row / corner), Octanorm system

(Sample sketch; size variable according to your booked floor space size.)
ISMB / ECCB 2011
July 17 – 19, 2011 – Austria Center Vienna (ACV), Vienna - Austria

ORDER FORM
STANDBUILDING ITEMS + AUDIOVISUALS
Deadline: May 27, 2011

Return to: Fax (+43/1) 535 60 16

MEDIA-PLAN
Helferstorferstrasse 2
AT-1010 Vienna

AUSTRIA

Fill in CAPITAL LETTERS
Retain copy for your files

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Company: .................................................................  VAT-Number: ........................................

Invoice Address:
(Street, P.O.B., Zip Code, City, State)

e-mail: ..........................................................  Contact: ..........................................................

Phone: ...........................................................  Fax: ...........................................................
(Country Code/City Code/Number)  (Country Code/City Code/Number)

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<table>
<thead>
<tr>
<th>Quantity required</th>
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<tbody>
<tr>
<td>A surcharge of 10% will be charged on ordering after the deadline and for onsite orders</td>
<td></td>
</tr>
<tr>
<td>Carpet flooring tiles, coloured, 50x50 cm (if you bring your own booth)</td>
<td></td>
</tr>
<tr>
<td>☐ grey anthrazit  ☐ blue  ☐ red  ☐ green per sqm € 14.--</td>
<td></td>
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</table>

Only in connection with a rental modular booth:

|...........................................................................|....................................................|
| Wall panel, white, h: 248 x 100 cm, usable area: 229 x 95 cm - per m |
| ☐ other colour; desired colour: .............................. per m € 56.-- |
| Door, lockable, h: 248 cm w: 80 cm € 164.-- |
| Curtain, white per m € 69.-- |
| Shelf vertical, h: adjustable, l: 99 cm, d: 30 cm, white € 23.-- |
| Shelf slanting, h: adjustable, l: 99 cm, d: 30 cm, white € 23.-- |
| Ceiling grid (1 x 1 m - screen) per m² € 21.-- |
| DVD Player, Panasonic DVS33 Code Free € 109.-- |
| CD Player € 72.-- |

Prices include transport, mounting and dismantling. For other requests please specify by e-mail and we will come back to you with availability and price.

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Place and Date
Company’s Stamp and Signature of Official Representative as designated above

A-1010 Vienna, Helferstorferstraße 2
Tel.: (+43/1) 535 60 63-0
Fax: (+43/1) 535 60 16, e-mail: mp@media.co.at
### ORDER FORM

**RENTAL FURNITURE**

Deadline: May 27, 2011

**Fill in CAPITAL LETTERS**  
**Retain copy for your files**

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**Company:**  
**VAT-Number:**

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**Invoice Address:**  
(Street, P.O.B., Zip Code, City, State)

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**e-mail:**  
**Contact:**

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**Phone:**  
**Fax:**

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**A surcharge of 10% will be charged on ordering after the deadline and for onsite orders**

### TABLES
- **Square Table** ("Chrome 1") square 80 x 80cm  
  - € 35.00
- **Round Table** ("Business") diameter 70cm  
  - € 35.00
- **Rectangular Table** ("Chrome 2"), 120 x 70 cm  
  - € 38.00
- **High Table** ("Business"), diameter 70 cm, height 110cm  
  - € 36.00

### CHAIRS
- **Chair** "Comodo", grey, upholstered seat, chrome frame  
  - € 29.00
- **Chair** "Alice" chrome, leather seat black  
  - € 29.00
- **Bar Stool** "Zeta", black, chrome  
  - € 33.00

### COUNTERS
- **Information Desk**, closed on 4 sides, 108 cm w:103 cm, d: 53 cm, incl. 1 shelf, with sliding lockable doors  
  - € 123.00
- **Table Display Case**, mounted on white lockable cupboard,  
  - h: 95 cm, w: 100 cm, d: 50 cm, glazed part: 20 cm high  
  - € 165.00

### ACCESSORIES
- **Leaflet Dispenser**, free standing, 3 holders for A4, aluminium  
  - € 64.00
- **Waste paper basket**, small, black  
  - € 8.00
- **Refrigerator** (140 litres) – please order electricity connection separately  
  - € 84.00

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Place and Date  
Company’s Stamp and Signature of Official Representative as designated above

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**MEDIA-PLAN**

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A-1010 Vienna, Helferstorferstraße 2  
Tel: (+43/1) 535 63-0  
Fax: (+43/1) 535 60 16, e-mail: mp@media.co.at
Table, chromium legs, white top
square 80 x 80 cm

Table, chromium legs, white top
round – diam 70 cm

Standard table, chromium legs,
white top, rectangular 120 x 70 cm

Chair “Comodo”, upholstered seat
blue or grey

Chair “Alice” chromium,
leather seat back

Bar Stool “Zeta”, black seat
chromium

Counter, closed on 4 sides, incl. Shelf
with sliding lockable doors

Display Case, mounted on white cupboard
lockable

Brochure Rack, free standing
3 holders for A4, aluminium

Waste paper basket, small

Refrigerator (140 litres)
## Electricity Connection

**Deadline:** May 27, 2011

Fill in CAPITAL LETTERS

Retain copy for your files

<table>
<thead>
<tr>
<th>Quantity required</th>
<th>Unit Price</th>
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<td>€</td>
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A surcharge of 10% will be charged on ordering after the deadline and for onsite orders

### Electricity:

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Price</th>
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</thead>
<tbody>
<tr>
<td>2.2 kW, 230 V, incl. master switch, 1 triple socket outlet and consumption costs (lump sum for the whole duration)</td>
<td>€ 145.--</td>
</tr>
<tr>
<td>6 kW, 3 x 2.0 kW/230 V, incl. master switch and consumption costs (lump sum for the whole duration)</td>
<td>€ 350.--</td>
</tr>
<tr>
<td>10 kW, 400/230 V, CEE 16 A, 5 pole and consumption costs (lump sum for the whole duration)</td>
<td>€ 500.--</td>
</tr>
<tr>
<td>Distributor 10.0 kW (optional)</td>
<td>€ 75.--</td>
</tr>
<tr>
<td>Earthing contact-type socket outlet, triple outlet, 230V with extension cable (only for standard rental booth)</td>
<td>€ 32.--</td>
</tr>
</tbody>
</table>

**o** 24 h electricity supply needed

**Do not forget to bring your own converters and adapters, if needed!**

Place and Date

Company's Stamp and Signature of Official Representative as designated above

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**MEDIA-PLAN**

A-1010 Vienna, Helferstorferstraße 2
Tel.: (+43/1) 536 63-0
Fax: (+43/1) 535 60 16, e-mail: mp@media.co.at
ORDER FORM

INTERNET CONNECTION

Deadline: May 27, 2011

Fill in CAPITAL LETTERS
Retain copy for your files

Company: ............................................................ VAT-Number: ...........................................

Invoice Address: ..........................................................................................................................................

(Street, P.O.B., Zip Code, City, State)

e-mail: ............................................................ Contact: ............................................................

Phone: ............................................................ Fax: ..............................................................

(Country Code/City Code/Number) (Country Code/City Code/Number)

Internet Connection:

......... Shared Internet Connection € 286.--

(max 4 exhibitors share the bandwidth, therefore it is variable)

or

......... 1 MB € 371.--

......... 2 MB € 455.--

The offered internet connection guarantees the bandwidth and includes one static IP-address and unlimited traffic.

The IP-address and configuration data will be e-mailed to you 3 days before the start of set-up. The exhibitor is responsible for the configuration of the PC / Server. No technical support works are included in the above mentioned prices.

The LAN-connection (Cat5, RJ45) will be installed on one position of the booth area. The exhibitor is responsible of the internal wiring of the booth. If you connect more than 1 internet station / PC, you either have to bring your own router (configuration is your responsibility) or you can order it from the IT Supplier “H82” (incl. support works at cost).
### Quantity required  Unit Price

**A**  
…… sqm **OBLIGATORY** One-time Basic Cleaning  per sqm  €  2.50

- only applicable for exhibitors who have NOT ordered a standard rental booth, otherwise it is included in the rental booth package.

Cleaning is made after set-up on Sunday night prior to the opening of the commercial exhibition.

The obligatory one-time basic cleaning includes
- basic cleaning of your booth: walls, floor, furniture – no cleaning of the exhibits
- overall cleaning of the exhibits halls during and after set-up and dismantling
- removal of packing materials and empty boxes
- necessary number of rubbish skips

Please note: removal of construction waste is NOT included and will be charged separately.

**B**  
☑ ……. sqm Daily Cleaning of the booth (on Mon. and Tues.)  per sqm  €  1.90

Price is for the duration of the exhibition.

Removal of garbage, vacuum cleaning, emptying of wastepaper baskets.

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**MEDIA-PLAN ORDER FORM**

**CLEANING**

Deadline: May 27, 2011

Fill in CAPITAL LETTERS  
Retain copy for your files
**ORDER FORM**

**FLORAL SERVICE**

Deadline: May 27, 2011

Fill in CAPITAL LETTERS  
Retain copy for your files

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<table>
<thead>
<tr>
<th>Quantity required</th>
<th>Unit Price</th>
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<tbody>
<tr>
<td>A) Flower Bowl</td>
<td></td>
</tr>
<tr>
<td></td>
<td>€ 25.--</td>
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<td></td>
<td>€ 34.--</td>
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<td></td>
<td>€ 43.--</td>
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<td>B) Laurel</td>
<td>€ 45.--</td>
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<td></td>
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<td>C) Ficus Benjamina</td>
<td>€ 38.--</td>
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<td></td>
<td>€ 54.--</td>
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<tr>
<td></td>
<td>€ 66.--</td>
</tr>
<tr>
<td>D) Kentia or Arcea Palm</td>
<td>€ 43.--</td>
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<tr>
<td></td>
<td>€ 60.--</td>
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<tr>
<td></td>
<td>€ 92.--</td>
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A surcharge of 10% will be charged on ordering after the deadline and for onsite orders.

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Place and Date  
Company’s Stamp and Signature of Official Representative as designated above
**MEDIA-PLAN**

Helferstorferstrasse 2  
AT-1010 Vienna  
AUSTRIA

**ORDER FORM**

**STAFF**

Deadline: May 27, 2011

Fill in CAPITAL LETTERS  
Retain copy for your files

**Company:** ..........................................................  **VAT-Number:** .........................

**Invoice Address:** ...................................................................................................................

(Street, P.O.B., Zip Code, City, State)

**e-mail:** ..........................................................................................................................

**Contact:** ..........................................................................................................................

**Phone:** ..........................................................................................................................

(Country Code/City Code/Number)  
**Fax:** ..........................................................................................................................

(Country Code/City Code/Number)

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**Booth hostess / host** (no translator)

- [ ] English  - [ ] French  - [ ] Italian  - [ ] Spanish

........... Person(s)  - [ ] female  - [ ] male  € 33.-- per person / per hour

- [ ] Briefing time: if required, please indicate day and time:  ..........................................

Please note: minimum charge is 3 hours, if the briefing time is not right before the working time.

Saturday, July 16, 2011 from.............. to .............. hrs.............. Total € ..............

Sunday, July 17, 2011 from.............. to .............. hrs.............. Total € ..............

Monday, July 18, 2011 from.............. to .............. hrs.............. Total € ..............

Tuesday, July 19, 2011 from.............. to .............. hrs.............. Total € ..............

Standard uniform is black suit / white shirt. Hostesses are only allowed to work on the booth or in a hospitality suite, but not in any other areas. Minimum order: 3 hours. Lunch breaks (30 min.) and waiting times cannot be deducted. Please do not order hostesses for booth cleaning or carrying of heavy boxes. No photos, names or phone numbers of hostesses will be supplied in advance.
## SECURITY SERVICE

**Deadline:** May 27, 2011

*A surcharge of 10% will be charged on ordering after the deadline and for onsite orders*

<table>
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<tr>
<th>Service</th>
<th>Unit Price</th>
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<tbody>
<tr>
<td>up to 12 hours</td>
<td>€ 30.--</td>
</tr>
<tr>
<td>every additional hour</td>
<td>€ 44.--</td>
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</tbody>
</table>

### Service Schedule

**Saturday, July 16, 2011**
- from .......... to .......... hrs .......... Total € ...............

**Sunday, July 17, 2011**
- from .......... to .......... hrs .......... Total € ...............

**Monday, July 18, 2011**
- from .......... to .......... hrs .......... Total € ...............

**Tuesday, July 19, 2011**
- from .......... to .......... hrs .......... Total € ...............

It is necessary that the person responsible for the booth is present on the booth at the start and end times of the service hours of the security guard(s).

Exhibitors are advised to:
- not leave their booth unattended as long as visitors are still in the building
- cover all products or materials exhibited, or better, place them under lock and key. Exhibitors are required to close objects of value in closets or show windows with thick glass that can be closed by locks. No special safety containers are available. Neither the general security service nor the Organizing Committee nor the Exhibition Management can accept liability for thefts, losses or damages of any sort occurring during the day or at night.

Exhibitors exhibiting equipment of value should take out a complementary insurance policy.

Exhibitors who desire to have their booth placed under a particular supervision should apply separately with this order form.

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Place and Date  Company’s Stamp and Signature of Official Representative as designated above