

STAND RESERVATION FORM

PLEASE RETURN AS SOON AS POSSIBLE TO:

Alpha Visa Congrès / Cytometry 2018
624 rue des Grèzes - 34070 Montpellier - France
Tel: +33 4 67 03 03 00 - Fax: +33 4 67 45 57 97
E-mail: afc-spr@alphavisa.com

FOR OFFICE USE ONLY

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

Please download and save this document on your computer before filling it out and sending it back by email or fax.

1 Exhibitor information

Company*
Address*
.....
Post code* Town* Country*
Tel.* 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
E-mail (if different)

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

Logo and communication (if you were not sponsor in 2017 or if your logo has changed)

We invite you to send us your website address:
as well as your company logo in high definition to afc-spr@alphavisa.com.
Your logo 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 / Cytometry 2018 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 € 330 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 € 350 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 € 390 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 € 410 excl. VAT / m ² x m ²	= € excl. VAT
	Extra power supplies (optional)	
6041	• 220 V single-phased – 1 KWh – 16 A : € 193 excl. VAT	= € excl. VAT
6043	• 220 V single-phased – 3 KWh – 16 A : € 230 excl. VAT	= € excl. VAT
	Other (please specify):	= € excl. VAT
6051	Booth cleaning service (optional) Cost: € 6.00 excl. VAT / m ² x m ²	= € excl. VAT
6061	Rental of 1 table (cloth not included) 1.80 m x 0.80 m and 2 chairs € 60 excl. VAT x Number of table(s) required	= € excl. VAT
	Coffee machine rental - Refills	
6081	• 100 cups, sugar bags, stirrers, 80 coffee capsules, 20 tea capsules Cost : € 150 excl. VAT x	= € excl. VAT
6082	• Refill: coffee, mint tea or lemon tea - Cost : € 0.70 excl. VAT x	= € excl. VAT
6091	Laptop PC computer € 200 excl. VAT x Number of laptop PC computer(s) required	= € excl. VAT
	TV screen rental - HDMI and USB ports (with base to put on a table) Price includes: rental, delivery, removal, setting up, 1 HDMI cable	
6092	• 1 LED TV screen full HD Samsung - 101 cm : € 160 excl. VAT	= € excl. VAT
6093	• 1 LED TV screen full HD Samsung - 122 cm : € 190 excl. VAT	= € excl. VAT
6094	• 1 LED TV screen full HD Samsung - 139 cm : € 270 excl. VAT	= € excl. VAT
6099	• Stand for the TV screen (optional) : € 150 excl. VAT	= € excl. VAT
	Please indicate if you need to book a stand: with carpet (automatically included) <u>or</u> 7403 without carpet	
	A 40% deposit is compulsory.	Total excl. VAT = € excl. VAT
	The outstanding balance must be paid upon receipt of the invoice and before the congress. (See payment options on page 4)	VAT 20% = €
		Total incl. VAT = € incl. VAT

4 Booth location

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

1st choice: # 2nd choice: # 3rd choice: #

In case of exceptional technical incidents, Alpha Visa Congrès / Cytometry 2018 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 1 September 2018 will allow the refund of the deposit, less a deduction of € 150 (excl. VAT) for administrative charges. From 2 September 2018, cancellation will involve the outright abandonment of the total amount due or paid.

6 Services description

① Booth reservation includes:

- administrative charges,
 - exhibitors badges,
 - exhibitor technical guide,
 - one free congress registration (reserved for you and/or your colleagues) for one 6 m² booth or one per 9 m² unit (including access to conferences, congress documents, 3 lunches, 5 coffee breaks, welcome reception and 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.
-

② Exhibition area

The Forum 1 and 2 is located on level -2 of Lyon Congress Center.

- Height beneath the ceiling: 6.10 m
 - Stone floor (cream marble color)
 - Maximum weight allowed: 400 kg/m²
 - Access gate dimensions: l = 2.80 m x h = 2.90 m
-

③ Booths

3.1 Non equipped booths (6m², 9m²)

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

3.2 Equipped booths (6m², 9m²)

Include:

- 2.50 m wood colored wall,
- 1 sign 40 x 40 cm (20 characters maximum),
- 1 power supply (1.5 kWh 220 V single-phased),
- 1 LED array for 6 or 9 m² stands (40 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 and to provide a copy to Alpha Visa Congrès.

⑤ Additional services

Order forms for additional services will be available in the exhibitor technical guide to be sent about 1 month before the event.

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 / Cytometry 2018**

Bank transfer. Please indicate the following references: Cytometry 2018 - Company name.

BAN code: FR76 1350 6100 0062 1508 6300 032 - **BIC code:** AGRIFRPP835

Bank charges to be paid by the exhibitor.

Purchase orders may be accepted in some cases. If you have any difficulties, please contact Alpha Visa Congrès / Cytometry 2018.

9 Invoice address (if different)

Company / Institution

Department

Address

Post code Town

State / Province Country

Your company's intracommunity VAT number

Tel. E-mail

10 VAT reclaim for non French resident companies

What is the procedure for filing a VAT refund claim for businesses member of the EU?

VAT reclaims for VAT paid in France by businesses located within the EU must be claimed via the VAT online services of their country of establishment.

The directive 2008/9/CE of 12 February 2008 requires that countries member of the European Union set up such a scheme. Record # 3560-A-SD will inform you about French VAT refund application procedures for companies member of the EU. This document includes a non-exhaustive list of excluded goods that cannot give rise to reimbursement.

More information in French:

<https://www.impots.gouv.fr/portail/professionnel/les-entreprises-etrangeres>

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 / /