



**GENEVA SWITZERLAND
5-8 MAY 2017**

Save the date!



ORDER FORMS

IMPORTANT DEADLINE:

17 March 2017

Orders of additional services



ORDER FORMS

Deadline for orders: March 17, 2017

CONDITIONS OF PAYMENT AND FOR ORDERS

Conditions of Payment:

Prices are net - invoicing +8% Swiss VAT

On receipt of the invoice, the exhibitor shall transfer the total sum to:
beneficiary:

MAW - Medizinische Ausstellungs- u. Werbegesellschaft
Maria Rodler & Co Gesellschaft m.b.H.

account name: MAW

account number: 00256 807 900

bank name: UniCredit Bank Austria AG

bank address: Schottengasse 6-8, 1010 Vienna, Austria

bank code: 12000

BIC: BKAUATWW

IBAN: AT55 11000 00256 807 900

IMPORTANT - please read carefully:

- Payment upon receipt of the invoice and without charges for the beneficiary!
- Please indicate the invoice number in your transfer!
- All services will be invoiced before the congress.
- **Deadline for ordering: March 17, 2017**
- **Deadline for payment: April 21, 2017**
- **A surcharge of 20% will be applied on all orders made after the deadline of March 17 and for onsite orders.**
- Orders onsite have to be paid in cash or by credit card and are without guarantee and time limit for delivery.
- If a service already provided is cancelled, 100% cancellation fee applies.
- All outstanding payments must be settled onsite in cash or with credit card - without exceptions.
- Place of performance and jurisdiction: Vienna.

Conditions for Orders:

For rental items - please note:

With your Application Form / Contract you ordered **only floor space** - wall separations, stand construction, lettering, furniture, electricity and carpet etc. are not included.

Prices for rental items 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.

Delivery times - please note:

Rental modular booths / rental modular stand material / rental furniture will be ready on Thursday, May 4, at 12.00. Plants and flowers will be delivered on Thursday, May 4 between 08.00-14.00 hrs.

Before that time no delivery can be guaranteed. Any additional onsite orders are without guarantee and time limit for delivery. Electricity, water & internet will be installed before the start of set-up. Rental carpet will be installed on Thursday May 4.

Carpet - please note: (rental or your own) is obligatory - Gluing only with special adhesive tapes that do not damage the floor. If you use your own carpet, a written credible **fire-proof certificate** must be presented to the Exhibition Management.

Service positions for electricity and internet - please note: Please submit a dimensional drawing showing the main position (supply duct) of all ordered services. **Installation according to the plan provided. Any alteration after installation will be invoiced € 75.**



INVOICE DATA SHEET for ORDERS

Please return to:

Fax (+43/1) 535 60 16 / E-mail: maw@media.co.at

total pages: _____

MAW - Medizinische Ausstellungs- u. Werbegesellschaft
International Exhibitions & Advertising
Freyung 6, 1010 Vienna, AUSTRIA

For placing an order please complete this form and submit it together with the respective order forms (chosen below), otherwise your orders cannot be processed.

Exhibitor: _____

Company / Invoice Address: _____

Represented by Mr/Mrs/Ms: _____

Position: _____

Address: _____

Postal code: _____ City: _____ Country: _____

Phone: _____ Fax: _____
(country code/city code/number) (country code/city code/number)

E-mail: _____

VAT-number: _____ P.O. number: _____
(obligatory for companies registered in the EU) (if applicable)

THE ORDER CONTAINS THE FOLLOWING ORDER FORMS

- | | | | |
|---------|--|---------|---|
| page 3 | <input type="checkbox"/> Rental Modular Booth | page 19 | <input type="checkbox"/> Rigging |
| page 5 | <input type="checkbox"/> Rental Stand Material,
Carpet & Flooring | page 20 | <input type="checkbox"/> Internet |
| page 6 | <input type="checkbox"/> Rental Furniture | page 25 | <input type="checkbox"/> Cleaning |
| page 10 | <input type="checkbox"/> Electricity | page 27 | <input type="checkbox"/> Flowers & Plants |
| page 16 | <input type="checkbox"/> Water | page 31 | <input type="checkbox"/> Security Service |

We hereby accept the conditions of payment and for orders as stated on page 1.

Place and Date

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



ORDER FORM
RENTAL MODULAR BOOTH

Deadline: March 17, 2017

Please return this order form together with the [invoice data sheet](#) to:

Fax (+43/1) 535 60 16 / E-mail: maw@media.co.at

EXHIBITOR: _____

20% surcharge will be applied for all orders made after the deadline for all onsite orders

Quantity required

Unit Price

_____ sqm RENTAL MODULAR BOOTH excl. Furniture per sqm € 92,19

- Set up and dismantling
- White melamine panels, H 250 cm
- Carpet - please choose your colour



anthracite



medium grey



blue



red



green

- 1 LED spotlight for each 3 sqm
- Fascia sign along open stand front(s) with exhibitor name in standard lettering Arial:
Please indicate company name for fascia sign (max. 20 letters):

Please do not forget to order electricity separately with the corresponding order form on page 10!

_____ COMPANY LOGO(s) mounted on Fascia Board per Logo € 157,14
(maximum size: 1600mm x H: 200mm)

Please send a high resolute file of your company logo to maw@media.co.at by latest **March 17, 2017**

Please note that rental modular booths, will be ready by **Thursday, May 4, at 12.00**. Before that time no delivery can be guaranteed. Any additional onsite orders are without guarantee and time limit for delivery.

Place and Date

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

GENEVA SWITZERLAND
5-8 MAY 2017

Save the date!



International Exhibitions & Advertising

Medizinische Ausstellungs- und Werbegesellschaft Maria Rodler & Co GmbH
Engerthstraße 128, 1200 Wien/Vienna, Austria | OFFICE: Freyung 6/3, 1010 Wien/Vienna, Austria
T +43 (0)1 536 63-62 oder -42 | F +43 (0)1 535 60 16 | E maw@media.co.at | www.maw.co.at
UID-Nr./VAT Reg No. ATU15098604 | Handelsgericht Wien/commercial court Vienna FN 104324v



ORDER FORM

RENTAL STAND MATERIAL,
CARPET & FLOORING

Deadline: March 17, 2017

Please return this order form together with the [invoice data sheet](#) to:

Fax (+43/1) 535 60 16 / E-mail: maw@media.co.at

EXHIBITOR: _____

20% surcharge will be applied for all orders made after the deadline for all onsite orders

Quantity required

Unit Price

STAND MATERIAL (can only be ordered in connection with a rental modular booth):

_____ (66030) Shelf aluminium, mounted on the wall, 1000x300 mm	€	35,62
_____ (66031) Shelf glass, mounted on the wall 1000x300 mm	€	52,38
_____ (66001) Wallpanel, White wall 1000x2500 mm	€	99,52
_____ (66015) Curtain white, 1000x2500 mm	€	57,62
_____ (66010) Wooden door lockable, white, 1000x2500 mm	€	204,29

CARPET:

_____ sqm Carpet	per sqm	€	24,10
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anthracite



medium grey



blue



red



green

Place and Date

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



Please return this order form together with the [invoice data sheet](#) to:

Fax (+43/1) 535 60 16 / E-mail: maw@media.co.at

ORDER FORM
RENTAL FURNITURE
(1/2)

Deadline: March 17, 2017

EXHIBITOR: _____

20% surcharge will be applied for all orders made after the deadline for all onsite orders

Quantity required

Unit Price

CHAIRS:

_____ (121) Chair black	€ 44,00
_____ (122) Chair grey (PVC)	€ 33,52
_____ (130) Chair Bistro, black	€ 54,48
_____ (258) Chair Leather, black	€ 55,52

TABLES:

_____ (101) Table rectangular white (1230 x 830 x H750)	€ 88,00
_____ (262) Table rectangular black (chrome leg 1230 x 830 x H750)	€ 106,86
_____ (102) Table square white (830 x 830 x H750)	€ 83,81
_____ (266) Table square black (chrome leg 830 x 830 x H750)	€ 92,19
_____ (105) Table round (grey table top Ø 900 H720)	€ 121,52

Place and Date

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



PICTURES RENTAL FURNITURE (1/2)

CHAIRS:



121



122



130



258

TABLES:



101



262



102



266



105



ORDER FORM

RENTAL FURNITURE
(2/2)

Deadline: March 17, 2017

Please return this order form together with the
[invoice data sheet](#) to:

Fax (+43/1) 535 60 16 / E-mail: maw@media.co.at

EXHIBITOR: _____

20% surcharge will be applied for all orders made after the deadline for all onsite orders

Quantity required

Unit Price

BAR FURNITURE:

_____ (131) Bar stool black	€	73,33
_____ (132) Bar stool white	€	73,33
_____ (119) Bar table Bistro (grey high and round table Ø 600 x H1100)	€	130,95

BROCHURE HOLDERS:

_____ (198.1) Brochure stand	€	106,86
_____ (198.6) Holder	€	106,86

COUNTERS & SHOWCASES:

_____ (143.5) Cupboard (white & lockable, H900 x 950 x 470)	€	159,24
_____ (155) Cabinet showcase (white with display case H180, 950 x 470 x H900)	€	209,52
_____ (162) Showcase Large (lockable and illuminated, 950 x 470 x 2000) please do not forget to order an electricity connection separately it is not included	€	533,24
_____ (163) Showcase Small (lockable and illuminated, 470 x 470 x 2000) please do not forget to order an electricity connection separately it is not included	€	398,10

ACCESSORIES:

_____ (194) Clothes stand (H 1600)	€	52,38
_____ (203) Wastepaper basket	€	11,52
_____ (183) Fridge 140 L	€	240,95

Place and Date

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



**PICTURES
RENTAL FURNITURE (2/2)**

BAR FURNITURE:

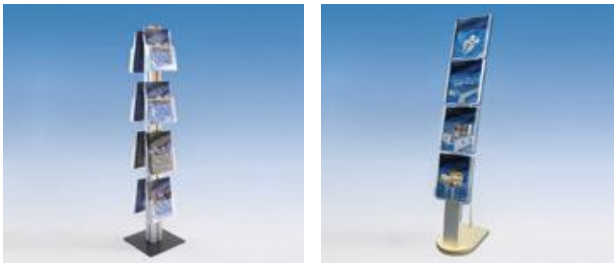


131

132

119

BROCHURE HOLDERS:



198.1

198.6

COUNTERS & SHOWCASES:



143.5

155

162

163

ACCESSORIES:



194

203

183



ORDER FORM
ELECTRICITY 1/3

Deadline: March 17, 2017

Please return this order form together with the [invoice data sheet](#) to:

Fax (+43/1) 535 60 16 / E-mail: maw@media.co.at

EXHIBITOR: _____

Please indicate the exact position of requested main power connection point(s) and submit it together with this order!

Installation according to the plan provided. Any alteration after installation will be invoiced € 75.

Kindly note that the electricity for tailor made booths is active from Wednesday May 3, 2017 to Monday May 8, 2017.

For standard rental booths, electricity will be active from Thursday May 4, 2017 to Sunday, May 7, 2017.

Please check the according box.

Please order each power supply separately

Quantity required		Unit Price
_____	1 kW main power (consumption included with green energy "SIG Vital Vert" (50 Hz, 230 V)) Note: 1 socket Type 23 is included	
	<input type="checkbox"/> standard rental booth € 264,--	<input type="checkbox"/> tailor made booth € 276,--
_____	2 kW main power (consumption included with green energy "SIG Vital Vert" (50 Hz, 230 V)) Note: 1 socket Type 23 is included	
	<input type="checkbox"/> standard rental booth € 288,--	<input type="checkbox"/> tailor made booth € 312,--
_____	3 kW main power (consumption included with green energy "SIG Vital Vert" (50 Hz, 230 V)) Note: 1 socket Type 23 is included	
	<input type="checkbox"/> standard rental booth € 312,--	<input type="checkbox"/> tailor made booth € 348,--
_____	7 kW main power (consumption included with green energy "SIG Vital Vert" (50 Hz, 240/400V)) Note: Switchboard including 1 socket Type 25 + 4 sockets T23 are included	
	<input type="checkbox"/> standard rental booth € 474,--	<input type="checkbox"/> tailor made booth € 558,--
_____	10 kW main power Note: Switchboard including 1 socket Type 25 + 4 sockets T23 are included	
	<input type="checkbox"/> standard rental booth € 546,--	<input type="checkbox"/> tailor made booth € 666,--
_____	Power supply for more than 10 kW (50 Hz, 20/400 V - Please write the amount of kW needed)	per kW € 51,-- kW needed: _____

For each power main over 10 kW, it is compulsory to order the meter and a switchboard or a connection.

All consumptions for mains over 10 kW have to be invoiced at the end of the congress depending on the information we have on the meter.

Place and Date

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



ORDER FORM
ELECTRICITY 2/3

Deadline: March 17, 2017

Please return this order form together with the [invoice data sheet](#) to:

Fax (+43/1) 535 60 16 / E-mail: maw@media.co.at

EXHIBITOR: _____

Quantity required		Unit Price
_____ Meter up to 100 kW	per connection	€ 185,--
_____ Switchboard 10 kW (connections and check included)		€ 66,--
_____ Switchboard 20 kW (connections and check included)		€ 88,--
_____ Switchboard 40 kW (connections and check included)		€ 132,--
_____ Switchboard 80 kW (connections and check included)		€ 275,--
_____ Switchboard over 80 kW (connections and check included)		on request

ADDITIONAL SOCKETS

_____ Installation of a single-phase socket 10A (type 13)	€ 40,--
_____ Installation of a single-phase socket 16 A (type 23)	€ 50,--
_____ Installation of a three-phase socket 10 A (type 15)	€ 50,--
_____ Installation of a three-phase socket 16 A (type 25)	€ 50,--



Single phase
socket 10 A



Installation of a
single-phase socket
16 A



Installation of a
three-phase
socket 10 A



Installation of a
three-phase socket
16 A

Place and Date

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



**ORDER FORM
ELECTRICITY 3/3**

Deadline: March 17, 2017

Please return this order form together with the [invoice data sheet](#) to:

Fax (+43/1) 535 60 16 / E-mail: maw@media.co.at

EXHIBITOR: _____

If you already have your own switchboard, it is mandatory to order the connection:

Quantity required	Unit Price
_____ Connection of switchboard up to 20 kW to a meter	€ 120,--
_____ Connection of switchboard up to 40 kW to a meter	€ 180,--
_____ Connection of switchboard up to 80 kW to a meter	€ 250,--
_____ Connection of switchboard over 80 kW to a meter	on request

Switchboards have to be installed by a Swiss electrical contractor or Palexpo. If you have an electrical contractor in Switzerland please indicate the company detail below. If you can provide these details it is not compulsory to order a connection.

COMPANY DETAILS:

Place and Date

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



Please return this sketch together with the [order form](#) to:

Fax (+43/1) 535 60 16 / E-mail: maw@media.co.at

SKETCH

ELECTRICITY
CONNECTION

Deadline: March 17, 2017

EXHIBITOR: _____

↶ = Mains

Please indicate the point where the cable should reach the stand

Neighbouring stand N°

Neighbouring stand N°		Neighbouring stand N°
-----------------------------	--	-----------------------------

Neighbouring stand N°

Notes: _____



ELECTRICITY - IMPORTANT INFORMATION

Power supplies

Each stand or temporary structure must have its own power supply. All power supplies for stands and/or temporary structures shall be put in place by Palexpo SA in accordance with the Swiss Standard on Low-Voltage Installations.

Risk of power failure cannot be excluded. Palexpo is not liable for any damage caused by power failure. Details given when completing the orders forms for power supply must be precise, since the costs for the installation, as originally requested, will be invoiced in full, whether or not the whole of it has been used.

Adapters for all kinds of connections and plugs are at disposal on site.

50-Hz mains, from 1 kW to a maximum of 10 kW

For power supplies of up to 3 kW, the connection shall use a single-phase current (240 V, 50 Hz) (periods).

The power supply shall include:

- mobile cables from the floor box;
- a distribution board fitted with an RCD fault current circuit breaker and two socket outlets:
 - one Wieland socket;
 - one T23 socket (Swiss);
- consumption of 'SIG Vitale Vert' energy (featuring new renewable energy sources, such as solar power), calculated as a lump sum based on the number of days communicated in the order.

For installations with a power rating of over 4 kW, the connection shall be made using a three-phase current (230 V / 3 x 400 V, 50 Hz) with a circuit breaker.

The power supply shall include:

- a distribution board fitted with an RCD fault current circuit breaker and four sockets:
- three T23 single-phase sockets;
- one T25 three-phase socket;
- consumption of 'SIG Vitale Vert' energy (featuring new renewable energy sources, such as solar power), calculated as a lump sum based on the number of days communicated in the order.

Power sockets shall be provided at the stands as shown on the plans supplied by the users. In the absence of a plan, the installation shall be set up in the most appropriate way by the Palexpo SA assembly teams.

Main: 50 Hz (cycles) ratings above 10 kW 240V / 400V

Systems consuming more than 10 kW require a meter with a circuit breaker and a switchboard, the latter to be supplied by the exhibitor, a licensed Swiss electrical contractor, or supplied by Palexpo (1 meter up to 100 kW per main, inductive meter for more than 100 kW). Fitting by Palexpo.

The connection will be charged if the switchboard is supplied by the exhibitor. It includes the loose cable from the floor box to the switchboard. Location of the latter has to be shown on the plan attached to the order.

For large stands, electrical supply can be provided at ceiling level, on request. This should be specified on the plan where applicable.



Switchboards and installations on stands

Switchboards can be supplied by the exhibitor and must be connected or supervised by a licensed Swiss electrical contractor or by Palexpo.

Any additional installations on stands from the electric meter or from the power main are at the exhibitor's expense. The work must be carried out by a licensed Swiss contractor or by Palexpo since all installation work must comply with the regulations of the Swiss Association of Electricians (SEV)

Swiss Association of Electricians

Luppenstrasse 1
8320 Fehraltorf
Tel.: +41 (0)44 956 11 11
Fax: +41 (0)44 956 11 22

the Federal Control Board for High-Voltage Installations and the Industrial Services Company of Canton Geneva (SIG):

SIG - Services Industriels de Genève

Electricity Services
P.O.Box 2777
CH-1211 Geneva 2
Tel.: +41 (0)22 420 88 11
Fax: +41 (0)22 420 95 80
www.sig-ge.ch

Palexpo is empowered to act on behalf of exhibitors in relation to the above bodies as well as to carry out any electrical installation work on stands. These services are billed to the exhibitor by Palexpo, according to estimate

Essential requirements

Cable extensions must be double-insulated («Pur Pur» type), or protected mechanically if placed under carpeting. Tdc (TT) type cables may not be used for extensions. Cable extensions and adapters to Swiss sockets are available on site from Palexpo.

The use of cable clamps is permitted only with low power equipment: they must be insulated and placed out of reach, according to the regulations in force. The colour of insulation must be blue on neutral conductors and yellow/green on earth conductors.

Transformers, rectifiers and starter capacitors must be insulated from inflammable parts of the building or the stand by fire- and heat-proof panels. In the case of starter capacitors, the panels must be the same size as the light fittings, according to the regulations in force.

Terminals on high-voltage lights and signs must be guarded by insulating shields. Easily accessible installations must be protected on all sides by insulating screens. Overload cut-outs (circuit-breakers and fuses) should be easy to reach and be kept clear for access.

Residual-current devices (FI-safety 30 mA) are required on all installations, inside and outside the buildings.

Palexpo's head electrician must be informed about all electrical installations.



ORDER FORM
WATER SUPPLY

Deadline: March 17, 2017

Please return this order form together with the [invoice data sheet](#) to:

Fax (+43/1) 535 60 16 / E-mail: maw@media.co.at

EXHIBITOR: _____

IMPORTANT: Water connection not feasible in all areas, therefore on request! If the connection must be laid from a neighboring stand and this stand does not have a double floor – **the cost for a wooden platform must be covered by the company requesting the water connection.** Please provide detailed drawings with the exact position.

Quantity required		Unit Price
_____	Water supply dia 13/19 mm without waste drainage to ground floor	€ 184,--
_____	Water supply dia 13/19 mm with waste drainage to ground floor (for Baristas)	€ 625,--
_____	Connection of coffee machine to water supply	€ 245,--

Place and Date

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



WATER - IMPORTANT INFORMATION

Water supply/waste drain

Water pressure in the exhibition halls is 4 bar maximum.

Palexpo will, as far as possible, install water supply and drain points at the positions specified by the exhibitor on the plan sent to MAW.

The water installation, charged to the exhibitor, includes:

- 19 mm outer Ø cold-water inlet pipe and 60 mm outer Ø waste up to 5.00 m from the inlet connection box at floor level, or from the stand boundary. The installation ends at floor/podium level. Additional cost for further pipes.
- standard rate for water consumption and connection to the Palexpo foul-drain network is compulsory for each floorbox used.

On-stand connections will be made by Palexpo, or by a licensed installer who will obtain approval from Palexpo on completion.

High-pressure flexible pipes for drinking-water, exclusively, must be used for supplying cold water to machines, appliances and washbasins.

A meter will be installed where water used is likely to be higher than average given the type of installation ordered (machines, basins, air-conditioning systems etc.).

In planning their stands, exhibitors are advised to take the positions of permanent connection points into account, since, to allow for piping (outer Ø 60 mm) to be laid, either a raised floor or a special channel between stands must be provided. In principle, this requirement does not apply in Hall 6 + 7.

Every stand is equipped with a stopcock that must be accessible at all times, placed between the inlet pipe and the fixture(s).

All installations must be provided with a siphon-trap.

The network of connection boxes requires water to be piped from or through some stands to others, depending on location. Palexpo expects exhibitors to accept this small inconvenience.

It is prohibited to take water directly from the inlet connection box. Persons caught in the act are charged a connection-fee and will be held responsible for any damage caused.

Floor boxes must be accessible at all times.



SKETCH

WATER CONNECTION

Deadline: March 17, 2017

Please return this sketch together with the [order](#) form to:

Fax (+43/1) 535 60 16 / E-mail: maw@media.co.at

EXHIBITOR: _____

- E = Water
- C = Air cooling system
- A = Compressed air

Please indicate the point where the cable should reach the stand

Neighbouring stand N°

Neighbouring stand N°

Neighbouring stand N°

Neighbouring stand N°

Notes: _____



Please return this order form together with the

ORDER FORM

[invoice data sheet](#) to:

RIGGING

Fax (+43/1) 535 60 16 / E-mail: maw@media.co.at

Deadline: March 17, 2017

EXHIBITOR: _____

Procedure:

- Please send a 2D + 3D-plan indicating dimension, hanging positions, heights and booth elements with weight indication.
- This plan will be checked and the final number of feasible hanging points (either using existing hanging points or using helping construction) will be offered to you. If you require rigging please ask for the ceiling grid with the hanging points.
- Upon reconfirmation no further changes or additions of hanging points are possible and the number of points will be invoiced to you.
- Please note the strict deadline of March 4, 2016. Any order after this date cannot be guaranteed.
- Please note that you must bring with you the relevant connection, assembling and suspension parts as well as safety belts with steel inside or steel chains to affix your banner or structure - they will not be provided!

Please note:

Suspensions must conform with the Swiss static suspension safety standards. Overhanging objects have to be secured by means of chains or wires. In order to guarantee an optimum security by using hoisting means like electric motors and hand driven hoists drop wires type PAC-150 (drop wire for MOTOR and HAND DRIVEN HOIST or for more than 150 kg) are compulsory.

Palexpo accepts no liability if, for reasons beyond its control, work is not completed within the deadline requested by the exhibitor.

Suspension work is carried out entirely at the exhibitor's risks.

Palexpo is liable only for the attachment point installed by its own staff (cables, chains) and not for damage caused by the fall of any item suspended in a manner that does not conform to safety regulations.

Number of hanging points:	
Total weight of hanging items:	
Description of equipment to be suspended:	
Order hanging / removing of those items:	<input type="checkbox"/> yes <input type="checkbox"/> no
Date / hanging items and Date / removing items:	
I need to book a supporting rigg <input type="checkbox"/> yes <input type="checkbox"/> no	I need to book chain hoists <input type="checkbox"/> yes <input type="checkbox"/> no

Place and Date _____

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



ORDER FORM

INTERNET 1/2

Deadline: March 17, 2017

Please return this order form together with the [invoice data sheet](#) to:

Fax (+43/1) 535 60 16 / E-mail: maw@media.co.at

EXHIBITOR: _____

Kindly note, the internet connections will be active from Thursday May 4, 2017 to Sunday May 7, 2017

Please indicate the exact position of requested LAN internet access point(s)* and submit it together with this order!

Installation according to the plan provided. Any alteration after installation will be invoiced € 75.

INTERNET ACCESS - PHYSICAL LINE

Quantity required		Unit Price
_____	NAT Shared access for 1 computer (Internet max. 4 Mbps/user) <u>Note:</u> 1 computer + Drop	€ 400,--
_____	NAT Shared access for 1 additional computer (Internet max. 4 Mbps/user) <u>Note:</u> with mini switch - 1 additional computer + Drop - cabling not included	€ 145,--
_____	NAT dedicated access for 5 computer (Internet max. 4 Mbps/user) <u>Note:</u> with mini switch - Routers are prohibited	€ 700,--
_____	NAT dedicated access for 10 computer (Internet max. 4 Mbps/user) <u>Note:</u> with mini switch - Routers are prohibited	€ 1.100,--
_____	Dedicated access - additional. 2 Mbps <u>Note:</u> valid for all dedicated accesses	€ 350,--
_____	Dedicated access line. 10 Mbps <u>Note:</u> with range of 5 public IP address - Routers or Access Point WIFI are prohibited	€ 1.600,--
_____	Dedicated access line. 50 Mbps <u>Note:</u> with range of 5 public IP address - Routers or Access Point WIFI are prohibited	€ 4.000,--
_____	Mini Switch RJ45 10/100 Mbps	€ 45,--
_____	LAN-Cabling Ethernet UTP, category 5e under 5m	€ 100,--
_____	LAN-Cabling Ethernet UTP, category 5e under 15m	€ 200,--

Place and Date _____

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



Please return this order form together with the [invoice data sheet](#) to:

Fax (+43/1) 535 60 16 / E-mail: maw@media.co.at

ORDER FORM

INTERNET 2/2

Deadline: March 17, 2017

EXHIBITOR: _____

Kindly note, the internet connections will be active from Thursday May 4, 2017 to Sunday May 7, 2017 (incl.)

INTERNET ACCESS - DEDICATED WIFI

Quantity required

Unit Price

_____ Dedicated wireless access - max. 50 users at the same time
Stand up to 200 sqm € 2.200,--

Note:

Including the access to SSID "DEDICATED PALEXPO", 10 Mbps internet access, WPA2, and ceiling antenna:

Physical installation of the access point by the stand builder.

Configuration and management of the access point by Palexpo, included in the package.

The WiFi coverage is guaranteed on frequency 5GHz. The frequency 2.4GHz will also be available, but without any guarantee of availability.

Kindly send the following information to maw@media.co.at until latest **March 17, 2017**

- Non-recommended characters: < > ' " / \
- User name : 1 to 32 characters. Example: STAND@EVENT
- Security key : 8 to 63 characters. Example: Stand2220Ge

_____ Dedicated access - Additional 2 Mbps € 350,--

_____ Dedicated access - Additional 10 Mbps € 1.400,--

Place and Date

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



Description of the facilities mentioned on the order form

Shared access

Shared internet access NAT

Palexpo provides access codes made up of a name and a password which do not allow the use of webcams, etc. Each connection reaches Internet at 1 Mbps. This is a permanent internet connection with unlimited traffic.

It is forbidden to do NAT (to install a router) behind this type of access or to install webcams with these connections. Palexpo reserves the right to de-activate access without prior warning in case the present regulation is not abode by.

Should the exhibitor require to connect more than one computer to internet with the shared connection:

- He will order the first access code with drop and then as many additional access codes as there are additional computers
- The exhibitor must have a miniswitch or a hub,
- The exhibitor must have an Ethernet cabling,

INTENT OF THE CURRENT REGULATIONS

Palexpo SA is using and offering 802.11 a/b/g/n WiFi technology for its internet site. After being faced with paralyzing disruptions of this technology, Palexpo SA is forced to establish new terms and conditions for the service to become manageable.

Beginning January 1, 2013, no third parties will be permitted to set up equipment operating in the frequency band of 2.4 GHz and 5 GHz within the current buildings of the Palexpo or in the temporary structures on its property. The installation of any WiFi equipment not provided by Palexpo SA shall not be permitted.

The broadcasting of the frequencies 2.4 GHz and 5 GHz is reserved exclusively for the use of the Palexpo WiFi infrastructure. WiFi services can be purchased on request.

SPECIAL EXEMPTIONS

In rare situations and after a detailed request with justification in writing, Palexpo SA may authorize the use of a channel within the frequency spectrum of 2.4 or 5 GHz. Such an authorization is only valid for equipment based on WiFi technology which needs to be approved in advance.

Any other requests for the use of WiFi systems such as remote controls, ad hoc connections, remote operations, vehicle specific hot spots etc. will not be granted.

Please submit your request for special exemption by e-mail to the Information Technology department of Palexpo SA under telematics@palexpo.ch. The following information must be provided:

- a. Specify the event, name and number of your exhibit;
- b. Contact information for a person responsible for the equipment;
- c. Brand and model of the system utilizing the broadcasting and reception of WiFi;
- d. SSID of the equipment in question (broadcasting not permitted);
- e. Broadcast strength (a maximum of 10 mW);
- f. Norm and radio channel of the desired band;
- g. Reason for the request of a special exemption;
- h. A map of your exhibit with positioning of the equipment.

All requests for a Special Exemptions must be submitted 3 weeks before the opening of the event at the latest.



NON-COMPLIANCE WITH THE CURRENT REGULATIONS

Any WiFi 802.11 a/b/g/n equipment on the property of Palexpo not complying with these terms and hence disrupting the service is to be turned off following explicit instructions by Palexpo SA. In every instance, all costs for locating non compliant equipment and damages from acting against these regulations will be charged to the exhibitor and/or to the organizing entity.

Moreover, Palexpo SA reserves the right automatically to disassociate any user connected to Wifi transmitters and not respecting this regulation.



SKETCH

INTERNET CONNECTION

Please return this sketch together with the [order](#) form to:

Fax (+43/1) 535 60 16 / E-mail: maw@media.co.at

Deadline: March 17, 2017

EXHIBITOR: _____

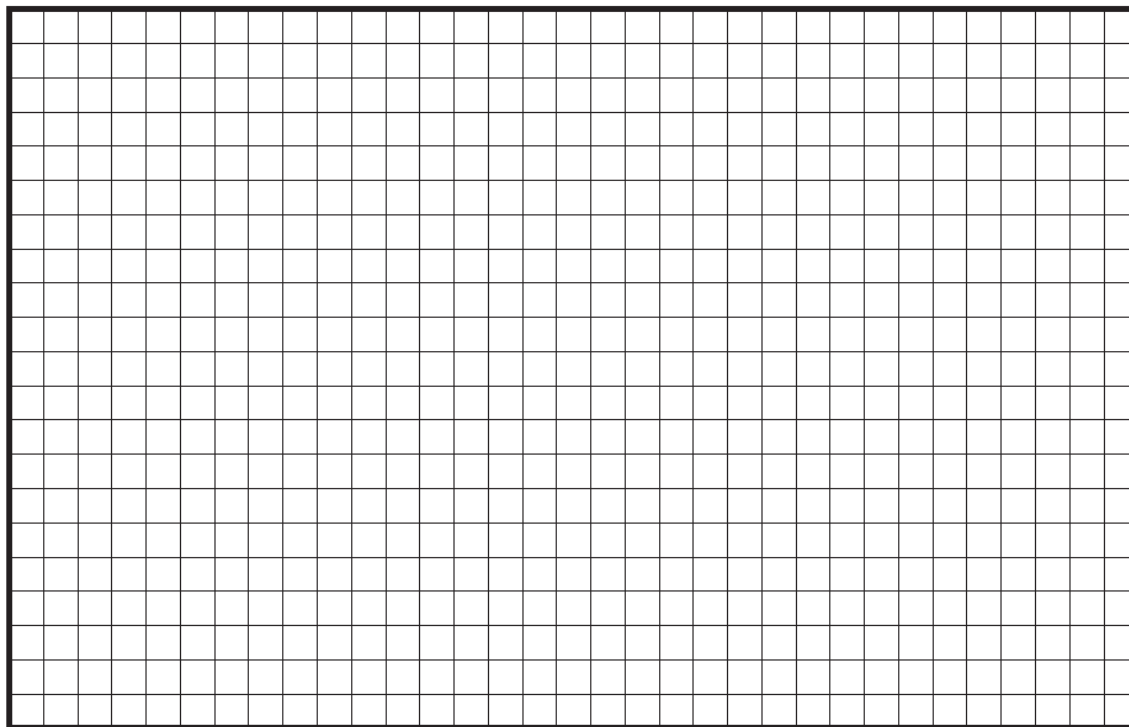
I = Internet

Please indicate the point where the cable should reach the stand

Neighbouring stand N°

Neighbouring stand N°

Neighbouring stand N°



Neighbouring stand N°

Notes: _____



ORDER FORM CLEANING

Please return this order form together with the [invoice data sheet](#) to:

Fax (+43/1) 535 60 16 / E-mail: maw@media.co.at

Deadline: March 17, 2017

EXHIBITOR: _____

WASTE DISPOSAL AFTER SET-UP AND DISMANTLING:

Removal of waste (packing material, boxes, plastics, pallets, construction waste, carpet, etc.) is not included in the rental fee. **The exhibitor must take all construction waste (e.g. wooden panels, floor elements, carpet rolls, etc.) of the booth after set-up and dismantling with them!** If you wish to dispose your waste onsite, waste bins can be ordered at extra costs.

- | | |
|--|------------|
| <input type="checkbox"/> 800 Litre waste bin (delivery, removal, transport and incineration tax) | € 98,15 |
| <input type="checkbox"/> Wood palletised on the stand (transport and recycling tax) price per KG | on request |
| <input type="checkbox"/> Minerals and scrap-metal, depending on volume and weight price on request | on request |

WASTE DISPOSAL DURING THE CONGRESS - CAN ONLY BE ORDERED ONSITE

Waste disposal during the congress is not included in the rental fee. For waste disposal plastic bags can be ordered at extra costs.

- | | |
|---|--------|
| 35 Litre Palexpo plastic bag (removal, transport and incineration tax) | € 2,78 |
| 110 Litre Palexpo plastic bag (removal, transport and incineration tax) | € 7,40 |

STAND CLEANING - DAILY CLEANING:

Daily cleaning of the walking aisles in the exhibition area will be organised. For cleaning of your booth area please use contact MAW directly as the price depends on your booth space.

If any special cleaning service is needed, please get in contact with the MAW Exhibition Management.

The cleaning of the stands will be finished every morning before 8:00 hrs.

- | | |
|--|----------------|
| <input type="checkbox"/> Daily stand cleaning < 50 sqm | per sqm € 5,75 |
| <input type="checkbox"/> Daily stand cleaning > 50 sqm | per sqm € 3,74 |

Stand cleaning covers:

- On the day before the opening
 - Hovering the carpet or washing the PVC flooring
 - Dusting flat parts or furniture
 - Cleaning glass walls or other walls up to 1.80 m
- During the show:
 - Hovering the carpet or washing the PVC flooring
 - Dusting flat parts or furniture
 - 1 x 110 ltr waste bag per day

Place and Date _____

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



WASTE REMOVAL

Article 9 of the Ordinance concerning the treatment of waste:

«Whosoever carries out construction or demolition works is obliged to separate out special waste from other waste, and to sort the latter on site in order to divide them as follows:»

1.1 Wood

Timber waste of any kind must be placed on a pallet or on beams.

1.2 Paper / cardboard

Special crates are needed and need to be ordered.

1.3 Metal scrap / minerals

Special crates are needed and need to be ordered.

1.4 Toxic waste

Varnish, paints, acids, solvents, detergents and other chemicals, as well as electric and electronic waste, must be set apart from other waste and announced to the hall chief who will arrange their removal according to the process in place for the protection of the environment.

1.5 Mixed waste for incineration

Mixed waste must be placed into Palexpo plastic bags or into 800 litre waste bins to be ordered with the order form.

A waste bin must only be filled after previous sorting and only for small mixed waste. It may not be filled in height (maximum waste accepted 300 kg). Contrary to this rule the waste bin will not be removed or the waste will be considered as bulky and the weight billed € 510.- a ton.

1.7 Gangways must be kept free from any waste.

Refuse found in a gangway bordering a stand will be assumed to belong to the respective exhibitor and, if necessary, MAW will invoice removal to the latter.

2. Removal during the Show

Waste is only collected when placed in official Palexpo SA bags bought with the order form. These bags are to be put on the stand border in the evening, after closure of the show.

Glass and PET bottles as well as paper and cardboard are to be brought to the signalled collection centres which are displayed in the halls and free of charge.



ORDER FORM

Please return this order form together with the [invoice data sheet](#) to:

Fax (+43/1) 535 60 16 / E-mail: maw@media.co.at

FLOWERS & PLANTS

Deadline: March 17, 2017

EXHIBITOR: _____

20% surcharge will be applied for all orders made after the deadline and onsite

PLANTS:

Quantity required		Unit Price
_____	Laurel Trimmed 150 cm	€ 52,38
_____	Laurel Trimmed 180 cm	€ 73,33
_____	Laurel Pyramid 160 cm	€ 83,81
_____	Bamboo 200 cm	€ 83,81
_____	Ficus Benjamini 160 cm	€ 73,33
_____	Yucca 120 cm	€ 41,90
_____	Areca 160 cm	€ 73,33
_____	Kentia 150 cm	€ 73,33
_____	Kentia 200 cm	€ 94,29
_____	Buxus 80 cm	€ 73,33

FLOWERS:

1. RENTAL POTTED ARRANGEMENTS WITH GREEN AND FLOWERING PLANTS

_____	Square pot 50x50 cm	€ 157,14
_____	Long pot 100x20 cm	€ 136,19

2. CUT FLOWERS ARRANGEMENTS

_____	On a reception desk or bar (<i>High arrangement</i>)	from	€ 94,29
	Please send request for an arrangement		
_____	On a conference table (<i>Horizontal and low arrangement</i>)	from	€ 94,29
	Please send request for an arrangement		
_____	On a coffee table (<i>Low arrangement</i>)	from	€ 62,86
	Please send request for an arrangement		
_____	Orchid	from	€ 115,24
	Please send request for an arrangement		

Place and Date

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



PICTURES PLANTS

These pictures are examples and also pots may vary.
The plants used for compositions may be changed according to the season.



Laurel Trimmed



Bamboo



Ficus Benjamini



Yucca



Areca



Kentia



Buxus



**PICTURES
FLOWERS**

1. On a reception desk - High arrangements (Examples)



€ 94,29



€ 94,29



€ 94,29



€ 94,29



€ 115,24



€ 136,19



€ 136,19



€ 157,14



€ 178,10



€ 204,29



€ 230,48



€ 230,48



€ 261,90

2. On a conference table - Horizontal and low arrangements (Examples)



€ 94,29



€ 94,29



€ 94,29



€ 115,24



**PICTURES
FLOWERS**

3. On a coffee table - Low arrangements (Examples)



4. Orchids (Examples)



dendro pink Orchid
€ 115,24



pink Orchid
€ 115,24



white Orchid
€ 115,24



yellow Orchid
€ 115,24



salmon Orchid
€ 115,24



white Orchid
€ 146,67



white Orchid
€ 188,57



yellow Orchid
€ 230,48



pink Orchid
€ 230,48



white Orchid
€ 366,67



ORDER FORM

SECURITY SERVICE

Deadline: March 17, 2017

Please return this order form together with the [invoice data sheet](#) to:

Fax (+43/1) 535 60 16 / E-mail: maw@media.co.at

EXHIBITOR: _____

20% surcharge will be applied for all orders made after the deadline onsite

General information:

The congress center will be locked during night times.

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 lock in objects of value. No special safety containers are available. Neither the general security service nor the organizing committee (ESMO) nor the exhibition management (MAW) can accept liability for thefts, losses or damages of any sort occurring during the day or at night.

Exhibitors who desire to have their booth placed under a particular supervision should apply separately with this order form. Without any guarantee when ordered after the deadline or onsite!

SECURITY GUARD € 52,38 per person and hour

Minimum order/charge 3 continuous hrs per person and day. Maximum 12 hrs per person and day.

Date		# Pers.	From	To	Total hrs/pers.	€ / pers.	€ / TOTAL
Wednesday,	May 03, 2017					€	€
Thursday,	May 04, 2017					€	€
Friday,	May 05, 2017					€	€
Saturday,	May 06, 2017					€	€

Place and Date

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