



Patron and exhibitor guidelines

SANTANDER EXHIBITION CENTER
JUNE 6TH - 9TH 2011



IEEE



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AYUNTAMIENTO DE
SANTANDER



GOBIERNO
DE ESPAÑA

MINISTERIO
DE MEDIO AMBIENTE
Y MEDIO RURAL Y MARINO



Agencia Estatal de Meteorología

Oceans of Energy for a Sustainable Future

Oceans of Energy for a Sustainable Future

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The **IEEE (Institute of Electrical and Electronic Engineers)** is a professional international organisation dedicated to theoretical and practical advances in electrical, electronic and computer engineering. It has 360,000 members in 175 countries.

The **IEEE-OES** is one of the 38 societies comprising the **IEEE**. The objective of the **OES (Oceanic Engineering Society)** is the advance in the theory, practice and accessibility of ocean engineering in order to ensure that the aims of the **IEEE** are met. These specific objectives can be grouped into three categories: the improvement of services for members, the provision of community and society services, and improvements in communication.



The Spanish area of **IEEE-OES** began operating in 2005 with the aim of promoting advances in applied theoretical and practical research in the oceanographic setting, on the part of the Iberoamerican community.

Since June 2005, two international congresses or conferences have taken place each year under the title, OCEANS, and sponsored by the Oceanic Engineering Society of the IEEE. One of these events is held in North America and the other in Europe or Asia, alternately. These events have generated great interest from related industries and the scientific and technical community.







The objective of these events is to promote, disseminate and exchange scientific and technical understanding and advances in the fields of Marine Technology, Oceanic Science and Oceanic Engineering between Engineers and Scientists. The overall aim is to increase our awareness of the role that the sea plays in our lives, our environment and, consequently, how technology can be used to protect it.



Barcelona and Santander presented their candidacy as the European venue for 2011, and the venue was finally awarded to Santander. The conference expects to receive between 500 and 600 participants. We would like to highlight the institutional support provided by the Regional Government, Santander City Council and the University of Cantabria.

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General Chairs	
	Iñigo Losada Head of the Environmental Hydraulics Institute University of Cantabria losadai@unican.es
	J. Pérez Oria Department of Electronic Technology and Automatic Control System University of Cantabria perezoj@unican.es
Assistant Chair	
	F. J. Velasco Computing and Automatic Control Leader Group. School of Maritime Studies University of Cantabria franciscojesus.velasco@unican.es
Technical Chairs	
	F. Méndez Lecturer University of Cantabria fernando.mendez@unican.es
	J.R. Llata Lecturer University of Cantabria ramon.llata@unican.es

Exhibit Chair	
	J. M. Zamanillo Lecturer University of Cantabria jose.zamanillo@unican.es
Finance Chair	
	P. Díaz Simal Lecturer University of Cantabria pedro.diaz@unican.es
Local Arrangement Chair	
	Laura Bravo Vice Dean of Industrial and Telecommunication Engineering School University of Cantabria laura.bravo@unican.es
Publicity Chair	
	C. Pérez Labajos Director of School of Maritime Studies University of Cantabria clabajos@unican.es

Tutorials Chair	
	Alicia Lavín Senior Research Spanish Institute of Oceanography alicia.lavin@st.ieo.es
Students Posters Chair	
	José Luis Arteché Senior Research State Meteorological Agency (AEMET) Spain jartecheg@aemet.es

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The Conference

The Organising Committee is proud to invite you to the OCEANS'11 IEEE Santander Conference, which will be held in Santander (Cantabria), Spain, from 6th- 9th June 2011.

Since June 2005, the prestigious OCEANS conference series, promoted by the Oceanic Engineering Society (OES) of the IEEE, has become an annual event. Its goal is for engineers and scientists to promote, disseminate and exchange their knowledge and scientific-technical advances in the fields of Marine Technology, Ocean Science and Ocean Engineering. This is done with the purpose of raising awareness of the important role played by the sea in our lives and our environment and the use of technology to preserve it.

Diffusion

The Conference organisers have elaborated a communications plan to reach out to a wide variety of professional groups in the sector and the media, guaranteeing appropriate publicity of the event (mailings, articles in specialist magazines, advertising in other sector meetings, etc...). The conference website, <http://www.oceans11ieeesantander.org> will be continually updated and will serve as a reference point until the start of the Conference.

Our slogan

Our slogan, 'Oceans of energy for a sustainable future' defines perfectly the vision of Santander and Cantabria, their historical ties to the sea and their firm belief that sustainable socio-economic development can be achieved through the use of renewable marine energy, guaranteeing the preservation of our world for future generations.

The Conference structure consists of plenary sessions, technical sessions, a student poster programme and tutorials.



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The Conference



Venue

The Conference will be held for the first time in Spain at the Convention Centre in Santander, located between the city centre and El Sardinero, a privileged spot surrounded by beaches and with spectacular views over the Cantabrian Sea.

The Convention Centre is a modern building and provides an area of almost ten thousand square metres equipped with first-rate technology. The highlight of the Convention Centre is the more than six thousand square metres of conference hall space organised over two floors.

The different rooms will hold both the parallel sessions of the Conference and the commercial exhibition.

In addition, a welcome cocktail will be offered to all those attending the conference and their guests in the Magdalena Palace, a symbolic building which also features on the city's logo.

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HOW TO PARTICIPATE

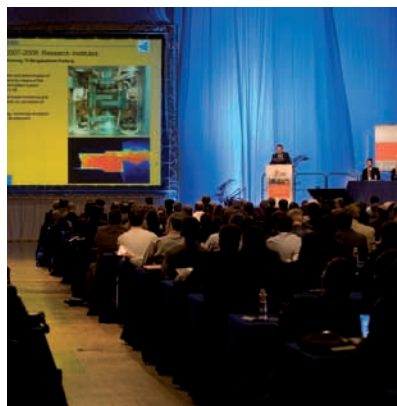
Conference Patrons

There are various ways of becoming a Conference Patron. By participating in the event, your company's corporate image will be associated with an event that will unite professionals from a sector with a large decision-making capacity.

"PLATINUM" PATRON 10,000 Euros

Includes:

- MODULAR STAND 3m. x 3m.
- White melamine panels with aluminium profile supports 2.50m.h
- Front signage displaying the exhibiting company's name in standard typography (max.15 digits).
- General lighting using strips of halogen spotlights on an electrical rail and with electric panel board.
- Power outlet, electrical box, and plugs, power up to 3,000w.
- Carpet.
- Stand assembly and disassembly.
- Table and 2 chairs.
- Appearance as principal collaborating company in all Conference advertising and publicity material, including:
 - Signage and corporate representation during the Conference.
 - Logo on Conference Website.
 - Company name included and highlighted in list of exhibiting companies.
 - Display of company logo on posters, programmes and other Conference material.
 - 2 free admissions to the event, including attendance rights, lunch, gala dinner, coffee and documentation.



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HOW TO PARTICIPATE

"GOLD" PATRON 5,000 Euros

Includes:

- Appearance as principal collaborating company in all Conference advertising and publicity material, including:
 - Signage and corporate representation during the Conference.
 - Display of company logo on posters, programmes and other Conference material.
 - 1 free admission to the event, including attendance rights, lunch, gala dinner, coffee and documentation.

"SILVER" PATRON 3,000 Euros

Includes:

- Appearance as collaborating company in all Conference advertising and publicity material, including:
 - 1 free admission to the event, including attendance rights, lunch, gala dinner, coffee and documentation.

"BRONZE" PATRON 1,000 Euros

This option gives sponsors the opportunity to include the company logo in the Final Program Booklet which will be distributed to all those attending the conference, exhibitors, collaborating companies etc, during the Conference.



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Conference Commercial Exhibition

Conference Commercial Exhibition

- The Oceans 2011 commercial exhibition will be held in the Sardinero Room of the Exhibition and Convention Centre located on the top floor of the building. The unique structure of the ceiling makes this a very bright room and, with over 2,600 square metres of space, it is the ideal venue for an exhibition of this type.

OPTION 1.- Stand and floorspace. **Price 300 euros/square metre + 18% VAT**

Available in standard measurements of 3m x 3m, 9 square metres, although a few areas of 3m x 2m, 6 square metres are available. Stand size can be increased but must be a multiple of 3. Option includes:

- Participation in commercial exhibition
- Inclusion in online exhibitor list
- Inclusion in official catalogue
- 2 exhibition passes
(For entrance to business space and cafeterias)
- 1 full registration
- White melamine stand (3m x 3m), 1 table, 2 chairs, 1 counter, 600 W power outlet, 2 spotlights, and facade displaying company name.

OPTION 2.- Floorspace Only. **Price 200 euros/square metre + 18% VAT**

Consisting of a standard space without stand: floorspace only; 9 square metres (3m x 3m). Selected floorspace should be a multiple of 1 m². Option includes:

- Participation in business exhibition
- Inclusion in online exhibitors list
- Inclusion in official catalogue
- 600W power outlet
- 2 exhibition passes
(For entrance to business space and cafeterias)



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Exhibition Terms and Conditions

1) Exhibition terms

The rental contract is based on the Special Exhibition Conditions.

2) Organiser

IEEE represented by The University of Cantabria
Technical School of Industrial and Telecommunication Engineering
Avda. de los Castros, s/n 39005 Santander

3) Venue

Santander Exhibition and Convention Centre
Avda. del Stadium, s/n 39005 Santander

4) Opening times

Tuesday, 7th and Wednesday, 8th June 2011 from 9:00 to 18:00. Thursday,
9th June from 9:00 to 16:00.

5) Assembly: Monday, 6th June from 9:00 to 18:00.

Disassembly: Thursday, 9th June from 16:00 to 21:00

6) Application deadline for space: 9th May 2011

7) Admission

Exhibitors should be companies, associations and institutions whose activities correspond with the general theme of the exhibition. The exhibition organiser will be responsible for accepting or declining applications and allocating stands.

8) Registration

In order to reserve space in the commercial exhibition, the Space Reservation form should be completed and returned correctly. The organiser has the right to make changes to the distribution of the exhibition whenever he/she considers necessary. The exhibitor is responsible for completing registration correctly. Having sent the registration form, the exhibitor should accept and abide by the "Special Exhibition Conditions and Terms".

9) Hire arrangements

As outlined in the space reservation form.

10) Special services and facilities

Application for special services, such as water, electricity supply and the hire of designer stands, etc, should be made using separate technical forms. Exhibitors will be charged separately for these special services. The Exhibition and Convention Centre is responsible for general supervision. Security and cleaning of each stand is the responsibility of the exhibitor. Security and cleaning companies are available for hire.

11) Terms of payment

Invoices will be sent out upon acceptance of exhibitor application. Payment of 50% of the total cost of contracted services should be made upon receipt of contract. The remaining 50% should be paid once a stand number has been assigned.

12) Assembly-Decoration

The exhibitor is subject to the rules and regulations of the Exhibition and Congress Centre.

It is strictly forbidden to hammer anything into the wall or floor of the stand. The stand should be assembled on Monday, 6th June from 09:00 to 18:00, by which time the stand should be clean and tidy.

13) Stand Disassembly

Disassembly and removal of all goods brought to the Exhibition by the exhibitor should be completed by 12:00 on 10th June. The exhibitor will not be able to remove, disassemble or start to collect up materials or samples before 16:00 on Thursday, 9th June.

14) Publicity

Hired stands have space for publicity along the full length of the panels. Posters and banners should not measure more than the dimensions of the stand. Special agreements should be made in agreement with the Organisers.

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Exhibition Terms and Conditions

15) Exhibitor catalogue

An official Conference catalogue will be published by the Organisers. This will include an alphabetical list of exhibitors and their products. Catalogue entries include commercial name, postal address and stand numbers, together with the type of exhibited product. It is compulsory for exhibitors to be included in the catalogue.

16) Exhibitor passes / Conference Participation

Exhibitors have the right to 2 exhibitor stand passes. These are valid from the day of assembly until the day of disassembly. The exhibitor pass does not include participation in other Conference event. Payment is required for entrance to all other events.

17) Verbal Agreement

The Organiser reserves the right to modify or extend conditions and is required to do so in writing. Verbal agreements should be agreed in writing with the Organiser in order to be considered valid.

18) Contract cancellation

Cancellation requests should be made and confirmed in writing. Cancellations made before the 15th May will incur a 50% cancellation fee, whilst no money will be returned on cancellations made after this date.

19) Insurance

The exhibitor is responsible for all damage caused. Exhibitors are required to take out civil liability and damage insurance.

20) Electricity

Voltage in Spain is 220 W and network frequency is 50Hz.

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Rules of use from the Santander Exhibition Palace

These rules are binding both on the Event Planners in the Exhibition Palace and the Exhibitors who take part in them.

1.- Conditions of Receipt and Introduction of Materials.

- The receipt or removal of material will be always carried out through the loading dock. The event planner will take charge of it, so the staff of the Palace will take responsibility for it under no circumstances. The schedule and the dates will be those established previously. Any additional requirement must be requested the Exhibition Palace in writing.
- The weight of trucks and other vehicles which are introduced into the loading dock cannot exceed 10,000 kg as a whole. It cannot exceed 3,500 kg in case of the freight elevator.
- Before the introduction of materials it is compulsory to put a fitted carpet for the protection of the wood floor covering the whole surface to be used. It is not allowed to place, move or handle any object without previous protection in order to avoid damages on the wood floor and walls.
- The junction boxes located on the lounge floors must be indicated to avoid movements over them.
- Once the vehicle has been unloaded it must be removed. In no case the Exhibition Palace will be responsible for its content or maneuvers. At the end of the event, all the materials used in the assembly as well as the goods must be removed during the hired time. From that time on, all the materials remaining in the lounges or in the loading dock will be removed by our staff, losing the Planner or Exhibitor the right to claim loss or damage in them.
- Transportation of goods will be carried out with a pallet jack, a forklift truck, an aerial platform or a similar vehicle. In case of using forklift trucks or aerial platforms they must be in good conditions, without oil leakages, grease etc. Likewise before entering the lounge, their wheels must be wrapped with clingfilm. The Exhibition Palace reserves the right to prevent the entry of any machinery that does not abide by these rules.
- The planner undertakes to inform the contracted companies and exhibitors about the content of these rules which can affect them due to the works they are entrusted to carry out in the Palace.

2.- Conditions of Assembly and Facilities.

- The floor of the lounges is made of oak wood and withstands a maximum load of 800 kg/m². If the floor is covered with a fitted carpet it must be fireproof and stick with a double sided tape type TESA 4964 officially approved. Placing another kind of tape is not allowed.
- All the structures to be erected must be protected on its base.
- During the assembly and dismantling period, all the materials put in the lounges will remain in the areas allocated for them. The access corridors and the emergency exits must remain free.
- Location of emergency doors, fire hydrants, fire extinguishers, alarm buttons and electric panels must be respected even when they are included inside the contracted spaces. They will not be covered with any object which blocks their use or access.
- Temporary fences are not allowed on the grounds of the Palace.
- Water supply to stands, if necessary, will be realized with 50-litre tanks situated at a maximum height of 1.50m. That area must be protected with a rubber base and a fitted carpet. Those facilities can only be placed in the lounges El Sardinero and Bahía.
- Materials used for the assembly of stands, desks, etc. must obey the current rules on safety and fire resistance.
- Signs, flags and spotlights cannot stick out more than 50 cm of the allocated space. They must be placed at a height no lower than 2.50 m.
- Affecting the facilities or furniture of the Palace is forbidden. Painting, hammering, sticking or fixing plugs to the walls, ceilings and panels are not allowed. Neither boring holes on the floors nor fixing to them fitted carpets or other structure elements with glue, staples, nails, etc. are allowed.
- Those desks situated in the lounges El Sardinero and Bahía, the service desk located in the hall and the information Totem cannot be moved. Furniture can neither be placed in different lounges from where they are originally nor be used for clients' personal use.

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Rules of use from the Santander Exhibition Palace

- Signs of the Exhibition Palace cannot be covered. They must be visible at all times.
- Application of all kinds of paints inside the lounges is forbidden. Any modification in the material finish, repairs, decorations, etc. must be carried out in the loading dock.
- Mobile acoustic panels will be requested the Palace only to enclose workrooms and not to divide spaces in fairs or other events. Their rails will be used only to move them. In no case they will be used to hang any kind of ropes or structures.
- Under no circumstances use or carriage of hazardous, inflammable, explosive and unhealthy materials is allowed inside the Palace.
- In case of vehicles exhibition inside the lounges, the surface where they are placed must be protected. Starting the cars is not allowed. Their batteries must be switched off and their petrol tanks must have the minimum needed quantity to remove the cars when the event finishes.
- If it is necessary to clamp parts to the trusses of the lounge El Sardinero, the instructions on the Procedimiento para la Instalación de Estructuras Colgantes (Procedure for the Installation of Hanging Structures) must be followed. It will be provided by the staff in order to be accomplished.
- An aerial platform must be used to reach the trusses and always from inside the lounge. It is forbidden to enter there from the roof of the building.
- The use of the junction boxes of both lounges must fulfil the following requirements: the electrical connection will be made through a pin with flat base and side output in order to be able to close it. Electrical and data wiring on the floor must be protected with cable trunkings. The maintenance staff will make the connection to the electric panels of the building. The installers will make the connection to these panels with electrical cable and the assembly of 63 A or 32 A (as appropriate) CETAC power outlet to connect them.
- All installations will be made in accordance with the instructions given in the Royal Decree 842/2002, August 2nd Reglamento Electrotécnico Para Baja Tensión (Spanish Low Voltage Electro-technical Regulations) and its Instrucciones Técnicas Complementarias (Complementary Technical Instructions). One week before the beginning of the assembly, plans will be submitted showing the location of the sockets and their power. It may be modified by the Maintenance Department in order to distribute electrical power in a suitable way.
- All electric panels placed in the installations will have enough size and technical conditions to guarantee safe and correct operation of the appliance. They must be fixed to the stand or assembly structure and cannot be placed at floor level.

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Contact

For all questions concerning the Commercial Exhibition and Sponsorship, please contact:

Technical Services for Exhibitors and Sponsors

AFID CONGRESOS S.L.

C/ Menéndez Pelayo, 6 Entlo. A
39006 Santander
Cantabria, Spain

Tel.: +34 942318180

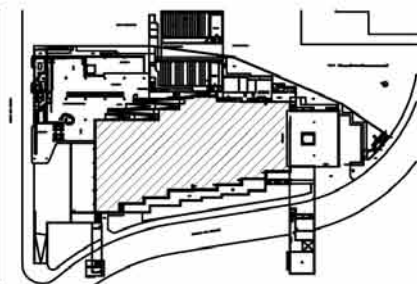
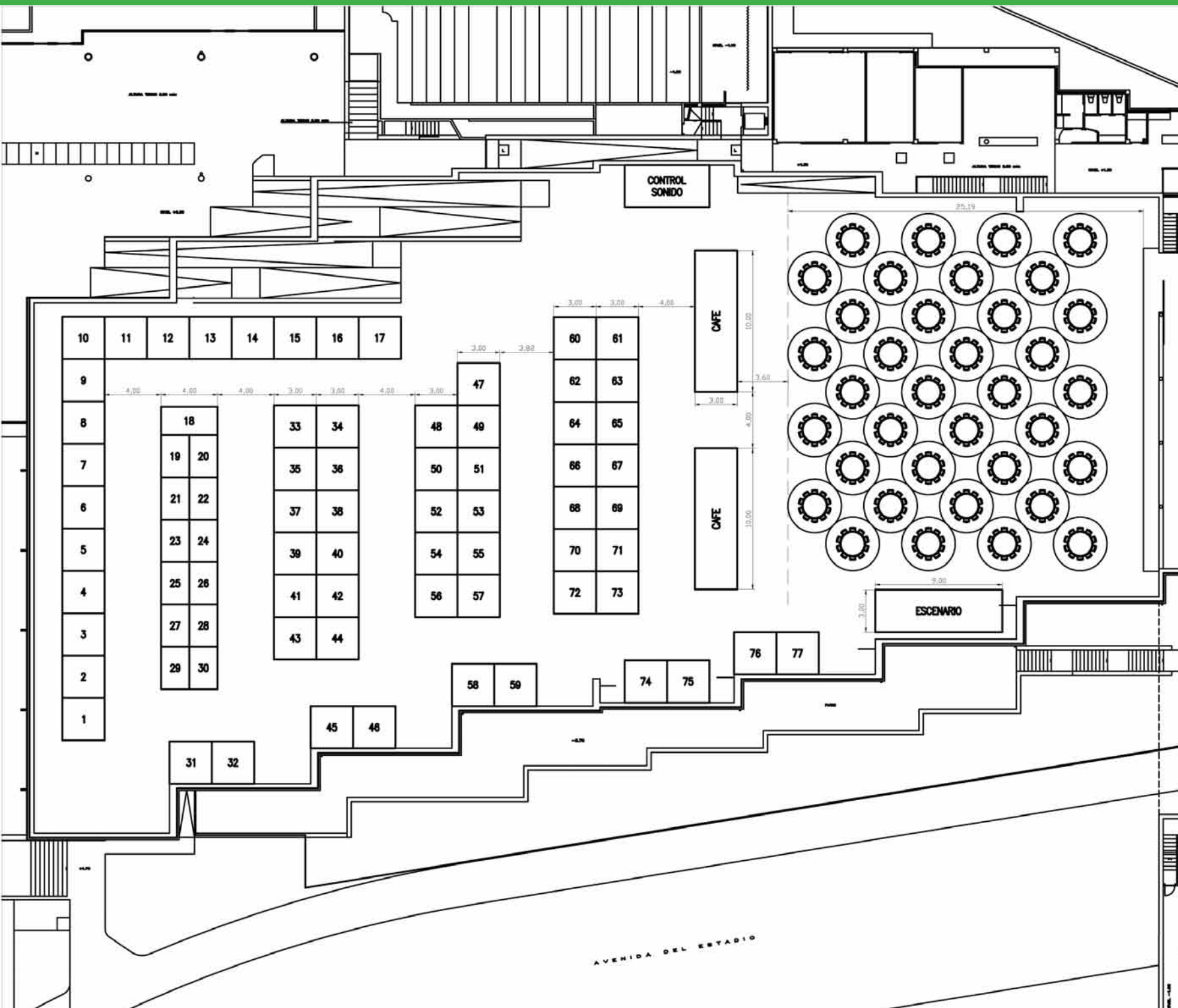
Fax: +34 942318653

oceansexhibitor@afidcongresos.com



AFID CONGRESOS

Oceans of Energy for a Sustainable Future



Santander Exhibition Center

STANDS

$$64 \times 9\text{m}^2 = 576\text{m}^2$$

$$12 \times 6\text{m}^2 = 72\text{m}^2$$

$$1 \times 8\text{m}^2 = 8\text{m}^2$$

$$\text{TOTAL } 656\text{m}^2$$

APPLICATION FORM FOR COMMERCIAL SPACE

Please send this document to: **oceansexhibitor@afidcongresos.com** or by fax to: **+34 942318653**

1. EXHIBITOR DETAILS

Company Name:																								
VAT number:																								
Contact Person:																								
Address:																								
Country																								
County / State:																								
Post Code:																								
Telephone:																								
Fax:																								
Email:																								
Website:																								
Exhibited Products Or Services:																								

2. SPACE APPLICATION

Please mark the option you wish to apply for.

OPTIONS	PRICE	REQUIREMENTS
<input type="checkbox"/> FLOORSPACE+MODULAR STAND 3X3	2,700 € + 8% VAT	
<input type="checkbox"/> FLOORSPACE+MODULAR STAND 3X2	1,800 € + 8% VAT	
<input type="checkbox"/> FLOORSPACE ONLY. MINIMUM 9 METRES	200 € /metre + 8% VAT	

Discount policy:

10% discount for companies applying for three or more modules.

3. PAYMENT METHOD AND CANCELLATION POLICY

Formalization: In order to confirm space reservation, the Reservations form must be completed and payment of 50% of the total cost of the stand must be made. The remaining 50% will be settled upon assignation of stand number.

Payment Method:

- ☐ **Bank transfer** (enclose a copy of the transfer request with the application form). The company's name and reference Oceans 11 must be quoted on the draft. **CAJA CANTABRIA SWIFT CODE CECAESMM066 IBAN ES75 2066 0140 4102 0000 3319.** Pº Menéndez Pelayo 6, 39006 Santander Spain. Account holder: **Afid Congresos S.L.**

- ☐ **Credit card** (A 2% bank charge is applied to all credit card payments)

Name of card holder:

☐ VISA ☐ MASTER CARD

Number:

Expiry date:

Cancellation Policy:

No reimbursements will be made on cancellations of commercial space after 15th May. 50% of the reservation fee will be reimbursed on cancellations made before this date.

- ☐ I agree to receive an invoice for the total of: + 8% VAT on concepts highlighted above. (Please complete the Invoice Payment Form).
- ☐ I have read and accepted the terms and conditions expressed in this contract:

Signed:

PARTICIPATION FORM FOR PATRONS

Please send this document to: **oceansexhibitor@afidcongresos.com** or by fax to: **+34 942318653**

1. PATRON DETAILS

Company Name:																								
VAT number:																								
Contact Person:																								
Address:																								
Country																								
County / State:																								
Post Code:																								
Telephone:																								
Fax:																								
Email:																								
Website:																								
Exhibited Products Or Services:																								

2. SPACE APPLICATION

Please mark the option you wish to apply for.

OPTIONS	PRICE
<input type="checkbox"/> Platinum	10,000 € +18% VAT
<input type="checkbox"/> Gold	5,000 € +18% VAT
<input type="checkbox"/> Silver	3,000 € +18% VAT
<input type="checkbox"/> Bronze	1,000 € +18% VAT

3. PAYMENT METHOD AND CANCELLATION POLICY

Formalization: In order to confirm space reservation, the Reservations form must be completed and payment of 50% of the total cost of the stand must be made. The remaining 50% will be settled upon assignation of stand number.

Payment Method:

- ☐ **Bank transfer** (enclose a copy of the transfer request with the application form). The company's name and reference Oceans 11 must be quoted on the draft. **CAJA CANTABRIA SWIFT CODE CECAESMM066 IBAN ES75 2066 0140 4102 0000 3319**. Pº Menéndez Pelayo 6, 39006 Santander Spain. Account holder: **Afid Congresos S.L.**

- ☐ **Credit card** (A 2% bank charge is applied to all credit card payments)

Name of card holder:																										
<input type="checkbox"/> VISA <input type="checkbox"/> MASTER CARD	Number:																			Expiry date:						

- ☐ I agree to receive an invoice for the total of: +18% VAT on concepts highlighted above. (Please complete the Invoice Payment Form).

- ☐ I have read and accepted the terms and conditions expressed in this contract:

Signed: _____

ADDITIONAL SERVICES REQUEST FORM


Please send this document to: **oceansexhibitor@afidcongresos.com** or by fax to: **+34 942318653**


Please keep a copy of this document for your records

1. STAND DETAIL

Company Name:																								
VAT number:																								
Contact Person:																								
Address:																								
	Country																							
County / State:													Post Code:											
Telephone:													Fax:											
Email:																								
Website:																								
Exhibited Products Or Services:																								

2. ADDITIONAL FURNITURE (Prices do not include VAT)


Grey stacking chair	
	Hire price: 10 €
	Quantity:
	Cost:

Grey stacking chair	
	Hire price: 24 €
	Quantity:
	Cost:

Red chair	
	Hire price: 20.50 €
	Quantity:
	Cost:

Chair	
	Hire price: 33 €
	Quantity:
	Cost:

Octagonal Table	
	Hire price: 23 €
	Quantity:
	Cost:


Oak Table (90x90)	
	Hire price: 54 €
	Quantity:
	Cost:


ADDITIONAL SERVICES REQUEST FORM


Low Table	
	Hire price: 18 €
	Quantity:
	Cost:

Black stool	
	Hire price: 21 €
	Quantity:
	Cost:

Wooden stool	
	Hire price: 36 €
	Quantity:
	Cost:

Fridge	
	Hire price: 44 €
	Quantity:
	Cost:

clothes rack	
	Hire price: 22 €
	Quantity:
	Cost:

Bookcase (150x90)	
	Hire price: 21 €
	Quantity:
	Cost:

Display Desk (100x50x100)	
	Hire price: 58 €
	Quantity:
	Cost:

Display Desk (100x50x100)	
	Hire price: 58 €
	Quantity:
	Cost:

ADDITIONAL SERVICES REQUEST FORM

Display cabinet	
	Hire price: 130 €
	Quantity:
	Cost:

Wastebasket	
	Hire price: 24 €
	Quantity:
	Cost:

TOTAL FURNITURE COST

3. ADDITIONAL POWER (Prices do not include VAT)

OPTIONS	PRICE	YES	NO
400V, 16A up to 9kW	110 €		
400V, 32A up to 15kW	125 €		
400V, 63A up to 30kW	150 €		
Electricity supply point of 220 V and 50 Hz	60 €		

A 50% charge will be applied to late orders (those made less than 7 weeks prior to start of Conference).
 Prices are net and do not include VAT.

TOTAL ADDITIONAL POWER COST

4. AUDIOVISUAL RESOURCES (Prices do not include VAT)

AUDIOVISUAL RESOURCES	PRICE	QUANTITY	COST
Laptop computer	110 €		
Black and white printer	90 € / day		
Video projector (3000 lumens)	150 € / day		
Screen (1.80 x1.80)	90 € / day		
Plasma Screen (42")	160 € / day		
DVD	120 € / day		

A 50% charge will be applied to late orders (those made less than 7 weeks prior to start of Conference).
 Prices are net and do not include VAT.

TOTAL AUDIOVISUAL COST

ADDITIONAL SERVICES REQUEST FORM

5. STAND CATERING SERVICES (Prices do not include VAT)

- ☐ **OPTION 1:** Coffee, Tea, Infusions, orange juice ...
Variety of homemade biscuits
Price 8 €/per person/day
- ☐ **OPTION 2:** Coffee, Tea, Infusions, orange juice ...
Variety of homemade biscuits, Mini vegetable sandwiches
Price 10 €/ per person/day
- ☐ **OPTION 3:** Café, Té, Infusiones, zumos variados
Variety of homemade biscuits, Mini vegetable sandwiches,
ham and cheese rolls
Price 15 €/ per person/day
- ☐ **COCKTAIL BUFFET:** Red wine, Rioja Solar Viejo, Rosé wine, Conde de Caralt,
White wine, Rueda, soft drinks, juice, alcoholic and non-alcoholic beer
and mineral water.
Tortilla canapés, variety of sandwiches, Spanish chorizo,
Cheese from La Mancha
Price 18 €/per person/day

Nº of People Days.....

TOTAL CATERING COST

6. HOSTESS (Prices do not include VAT)

BILINGUAL STAND HOSTESS SERVICE	TIME	PRICE
Full day	8 hrs	140 €
Half day	4 hrs	80 €
Additional hour		22 € / hour

Nº HOSTESSES	DATE	TYPE OF DAY	TIMETABLE
	Day 6		
	Day 7		
	Day 8		
	Day 9		

TOTAL HOSTESS COST

7. LOADING AND UNLOADING PERSONNEL (20 € /hour. Price do not include VAT)

Nº PEOPLE	Nº HOURS	DATE	TIMETABLE

TOTAL HOURS

TOTAL LOADING AND UNLOADING COST

ADDITIONAL SERVICES REQUEST FORM

7. STAND CLEANING (Prices do not include VAT)

We request:

Initial cleaning of stand prior to inauguration

Before the opening of the Conference (based on hours worked and includes general cleaning equipment and materials)

15 € per hour

DAILY CLEANING OF STAND THROUGHOUT CONFERENCE	TIME
Up to 9 m ²	60 € per day
From 12 to 90 m ²	110 € per day
Over 201 m ²	150 € per day

STAND MEASUREMENT:	m ²
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I request cleaning:

- ☐ Daily
☐ Prior to openingn° hours

CLEANING TOTAL	
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SUM TOTAL OF ALL SERVICES	
----------------------------------	--

SUM TOTAL OF ALL SERVICES 18% VAT INCLUDED	
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ADDITIONAL SERVICES REQUEST FORM

8. PAYMENT METHOD AND CANCELLATION POLICY

Payment Method: Payment of additional services should be made upon confirmation of stand number by the organizers.

Payment Method:

☐ **Bank transfer** (enclose a copy of the transfer request with the application form). The company's name and reference Oceans 11 must be quoted on the draft. **CAJA CANTABRIA SWIFT CODE CECASMM066 IBAN ES75 2066 0140 4102 0000 3319**. Pº Menéndez Pelayo 6, 39006 Santander Spain. Account holder: **Afid Congresos S.L.**

☐ **Credit card** (A 2% bank charge is applied to all credit card payments)

Name of card holder: _____

☐ VISA ☐ MASTER CARD Number: _____ Expiry date: _____

☐ I agree to receive an invoice for the total of: +18% VAT on concepts highlighted above. (Please complete the Invoice Payment Form).

Cancellation Policy:

No returns will be made on cancellations of additional services after 28th May. 50% of the final amount will be returned on cancellations made before this date.

☐ I have read and accepted the terms and conditions outlined in this contract:

Signed: _____

INVOICE PAYMENT FORM

Please send this document to: **oceansexhibitor@afidcongresos.com** or by fax to: **+34 942318653**

Company Name:																									
VAT number:																									
Contact Person:																									
Address:																									
																			Country						
County / State:																			Post Code:						
Telephone:																			Fax:						
Email:																									
Website:																									
Exhibited Products Or Services:																									

I agree to receive an invoice for the total of: +18% VAT.

Please send me the invoice to this address (Fill in only if different)

Company Name:																									
Contact Person:																									
Address:																									
																			Country						
County / State:																			Post Code:						
Telephone:																			Fax:						
Email:																									
Website:																									