

# prostep ivip Symposium 2018

18/19 APRIL 2018, MOC MUNICH, GERMANY

kindly supported by CENIT and BMW



## EXHIBITION - VIA E-MAIL

Contact: Oliver Lortz • Phone: +49 6151 9287 369 • [exhibition@prostep.org](mailto:exhibition@prostep.org)

**Price Standard Exhibition Booth: Euro 6.000,- + VAT**  
**Price Premium Exhibition Booth: Euro 11.000,- + VAT**

The option of participating in the exhibition is not contingent on your company making a presentation at the prostep ivip Symposium.

### Services included:

Standard Exhibition Booth (1 space)	Premium Exhibition Booth (2 spaces)
Occupied space: 2 x 3 m	Occupied space: 2 x 6 m or 4 x 3 m
- Wall with lighting	- Wall with lighting
- One Table (height approx. 110cm)	- Two Tables (height approx. 110cm)
- Two Bar stools	- Four Bar stools
- One Brochure Rack	- Two Brochure Racks
- Power supply: 230V	- Power supply: 230V
2 participants free of charge (booth personnel)*	4 participants free of charge (booth personnel)*
Event App entry: Plain text (max. 500 characters), PDF-file (up to 2 pages A4, max. 2MB)	Event App entry: Plain text (max. 1000 char.), PDF-file (up to 4 pages A4, max. 4MB)
50 program flyers	50 program flyers

\* Switching of this two participants during the event is not possible.  
Substitute participants will be accepted at no extra charge (only for the complete duration of the event).

### Booth placement:

Please select your preferred booth space and an alternative space using the floor plan that can be found at <http://www.prostep.org/en/events/prostep-ivip-symposium-2018/exhibition/>. Then enter the number of your preferred booth space and the alternative space in the attached order form. (Note: if you have a premium booth, please select two booth spaces)  
The booth spaces will be assigned on a "first-come, first-served" basis. We will contact you if both of the spaces you selected have already been allocated by the time we receive your order.  
A booth space can only be booked using the attached order form, which we need you to sign and return to us (via e-mail to [exhibition@prostep.org](mailto:exhibition@prostep.org)). You can supply us with an order number for your booth space later.

### Deadlines and Time Schedule / Instructions:

<b>Registration</b> Oliver Lortz prostep ivip Association E-mail: <a href="mailto:exhibition@prostep.org">exhibition@prostep.org</a> Phone: +49-6151-9287-369	<b>by 9 February 2018</b>  Please register soon as there is only a limited number of booths available!
<b>Provision of company logo and link to your homepage</b> (Note: By providing us with your logo, you consent that we include it in presentations and the event app and post it on the prostep ivip website together with other exhibitors)	<b>asap</b>  PNG or JPG file to <a href="mailto:exhibition@prostep.org">exhibition@prostep.org</a>
<b>Set up booth</b>	<b>17 April 2018 / 13:00 – 19:00 h</b>
<b>Dismantling</b>	<b>19 April 2018</b> (approx. 16:00 h)
<b>Exhibition opening times</b>	<b>18 April 2018 / 09:00 – approx. 17:00 h</b> <b>19 April 2018 / 08:30 – approx. 14:00 h</b>

**Cancellation of exhibition booth:** For cancellations received in writing before 28 february 2018 we will charge an administrative processing fee of 400,- Euro. All cancellations after this date cannot be granted and the exhibitor fee will be charged in full.

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**Send E-mail to: [exhibition@prostep.org](mailto:exhibition@prostep.org)**

We hereby register for the accompanying exhibition at the prostep ivip Symposium on 18/19 April 2018, MOC Munich under the terms stated in the exhibition conditions.

**Standard Exhibition Booth:** *Euro 6.000,-* + VAT  
please select 1 space

**Premium Exhibition Booth:** *Euro 11.000,-* + VAT  
please select 2 spaces

**Prio A Booth #**

**Prio B Booth #**

**First-come, first-served. If both booths are not available, we will contact you directly.**

\_\_\_\_\_  
**Company**

\_\_\_\_\_  
Contact - Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Mailing Address (Street/P.O. Box, Postal Code, City)

\_\_\_\_\_  
Billing Address (if differing)

\_\_\_\_\_  
Order Number/Reference Number

\_\_\_\_\_  
VAT Number

(if needed in your company / can be submitted later)

\_\_\_\_\_  
Date/Stamp/Signature

### Optional booth equipment:

Description	Price/Euro	Quantity
PC Table	price follows asap	
Table (height approx. 110cm)	price follows asap	
Bar Stool	price follows asap	
Brochure Rack	price follows asap	
Internet connection	WLAN in the exhibition area	✓