

# prostep ivip Symposium 2020

12/13 MAY 2020, ICS MESSE STUTTGART, GERMANY

kindly supported by DASSAULT SYSTÈMES and CLAAS



## EXHIBITION - VIA E-MAIL

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

**Price Standard Exhibition Booth: Euro 6.500,- + VAT**  
**Price Premium Exhibition Booth: Euro 11.500,- + 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), NEW 2020: Add a contact for appointments on site	Event App entry: Plain text (max. 1000 char.), NEW 2020: Add a contact for appointments on site

\* 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 <https://www.prostep-ivip-symposium.org/en/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.

### Exhibitor portal:

In the exhibitor portal you can upload your logo, order additional furniture, register your stand personnel, download invoices and submit your company description.

### 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 1 February 2020</b>  Please register soon as there is only a limited number of booths available!
<b>Set up booth</b>	<b>11 May 2020 / 13:00 – 19:00 h</b>
<b>Dismantling</b>	<b>13 May 2020</b> (approx. 16:00 h)
<b>Exhibition opening times</b>	<b>12 May 2020 / 09:00 – approx. 17:00 h</b> <b>13 May 2020 / 08:30 – approx. 16:00 h</b>

**Cancellation of exhibition booth:** For cancellations received in writing before 20 March 2020 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 12/13 May 2020, ICS Messe Stuttgart under the terms stated in the exhibition conditions.

**Standard Exhibition Booth:** *Euro 6.500,-* + VAT  
please select 1 space

**Premium Exhibition Booth:** *Euro 11.500,-* + 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.**

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**Company**

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Contact - Name

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Phone

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E-Mail

I accept the conditions of participation and the [privacy statement](#) of the prostep ivip Association.

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Date/Stamp/Signature