



MEETING ROOMS RENTAL

FORM 13

MARCH 22, 2010

- PLEASE FILL IN WITH CAPITAL LETTERS -

FAX BACK TO: PIETTE COMMUNICATION: +32 4 254 12 90 OR EMAIL TO: BLANDINE@PIETTECOMMUNICATION.COM - ATTN: BLANDINE COULET

STAND N° Company name:
 Contact person: Position:

Address:

Postal code: City/State: Country:

Phone: Mobile Phone:

Fax: Email:

Rooms	Surface	Price/sqm halfday	May 05, 2010	May 06, 2010	May 07, 2010	May 08, 2010	TOTAL IN EURO
L 7	49,5	€ 16/sqm	From: To:	From: To:	From: To:	From: To:	
L 10	36	€ 16/sqm	_____	From: To:	From: To:	From: To:	
L 11	39	€ 16/sqm	_____	From: To:	From: To:	From: To:	
L 12	37	€ 16/sqm	From: To:	From: To:	From: To:	From: To:	
L 13	37	€ 16/sqm	From: To:	From: To:	From: To:	From: To:	
L 14	35	€ 16/sqm	From: To:	From: To:	From: To:	From: To:	
L 15	48	€ 16/sqm	From: To:	From: To:	From: To:	From: To:	
L 16	72	€ 16/sqm	From: To:	From: To:	From: To:	From: To:	

The above mentioned prices are without V.A.T. 20%

SUBTOTAL	€
VAT 20%	€
TOTAL	€

- All prices are in euros.
 - The hours for rental are from 8:00 am to 12:00 pm and 02:00 pm to 06:00 pm
- By thicking the box, I confirm that I have read carefully the Hospitality suites rules and that I agree with them.

Date	Signature	Name in block capitals	Company stamp
..... / /	_____	_____	_____



ROOMS DIMENSIONS

7.	49,5 sqm
10.	36,5 sqm
11.	39 sqm
12.	37 sqm
13.	37 sqm
14.	35 sqm
15.	48,5 sqm
16.	72 sqm

IOF and ESCEO Executive Offices



HOSPITALITY SUITES & MEETING ROOMS RULES

FORM 13

MARCH 22, 2010

- Only a limited number of Hospitality Suites & Meeting rooms are available at Fortezza Da Basso (Palazzina Lorenese First Floor- next to Padiglione Centrale, where the exhibition will be held).
Rooms can be reserved only through Piette Communication. Piette Communication has the right to modify demands as it sees fit to best accommodate as many requests as possible.
- Piette Communication will only be responsible for booking Hospitality Suites & meeting rooms at Fortezza Da Basso.
- Due to the limited number of the rooms, Piette Communication's approval will be requested in case that the events will be held outside the congress centre.
- The rate for the rental will be 16€/sqm/half-day. The hours for rental will be from 08:00 am to 12:00 pm, and 02:00pm to 06:00 pm.
- Companies cannot organise, sponsor or conduct any activities in conjunction with the Conference. They may not be scheduled at times that conflict with any IOF WCO-ECCE010 Conference activities.
- **Room allocation:** Allocation will be **on first-come first-served basis**.
- All requests for meeting space (meetings, hospitality suites) are coordinated through Piette Communication.
Please return the enclosed form (form 13) with acknowledgement and approval of rules and conditions of rental as indicated in this document by signing the request booking form.
Please fax it back to the following number: +32 4 254 12 90 or send it back by email to blandine@piettecommunication.com, no later than **March 1st, 2010**.
- **Technical Requests** (AV, IT, Furnitures, Communications/Phones and other equipment):
Please indicate your technical requirements through Form 02, and specify the mention «Meeting Room» in booth number section.
- **Catering:** Please contact GERIST RICEVIMENTI Catering through the catering form (form 10) and send it back to GERIST RICEVIMENTI by fax (+39 055 463 37 08) or by email (info@gerist.it).
- **Invoicing process & cancellation:** As soon as the confirmation is received, Piette Communication will invoice the company.
For the payment, please refer to payment policy hereafter.
- **Signage:** signs and posters could be placed only on the outside door and walls of the rented room.
No other signage could be accepted within the Conference Centre.
- **Badge:** All the persons who will access to the Hospitality Suite & Meeting room must be registered as participants or exhibitors.
No access will be allowed without any badge.

**ORDERS**

- Orders **until March 22, 2010** > No surcharge
- Orders **from March 23, 2010 until April 13, 2010** > will carry a surcharge of 25% (sum of EURO) to the total amount
- Orders **from April 14, 2010 until April 26, 2010** > will carry a surcharge of 50% (sum of EURO) to the total amount
- For any orders **later than April 26, 2010** > please contact Piette Communication for availability

CANCELLATION AND REFUND POLICY

- Written cancellation received **before March 22, 2010** > no cancellation fee (sum of EURO)
- Written cancellation received **before April 26, 2010** > 40% cancellation fee (sum of EURO)
- Written cancellation received **after April 26, 2010** > as well as during the set-up and congress period, 100% cancellation fee (sum of EURO)

PAYMENT POLICY

A first 50% advance payment is mandatory for the confirmation of each order. Settlement of balance due on: **April 20, 2010**

PAYMENT CAN BE EFFECTED by Bank remittance to:

ING Bank – IBAN: BE46 3400 654 84 536 – SWIFT CODE (BIC): BBRUBEBB (Beneficiary Piette Communication Sprl)