



October 18 - 21, 2011 Rhodos Palace Greece

EXHIBITOR'S MANUAL

B1. INSTALLATION OF INITIAL ELECTRICAL SUPPLY OF 500W & SOCKET 220V PER STAND. *Mandatory to all exhibitors building their own stands*

COST PER M2	TTL NBR M2 <i>Add below the number of meters of your booth and multiply by cost per m2</i>	TOTAL PRICE
26.00 €		

B2. INSTALLATION OF ADDITIONAL POWER SUPPLY FOR LOADS FROM 501W UP TO 4KW

A. For power from 501W to 4KW NO electrical switch board or supply cable is necessary. Fill out B1 & B2.
*ie. If you require 3KW power, that equals to six units of 500W, therefore 6 units *30 € each = 180 €*

B. For loads over 4KW BOTH electrical switch boards & power supply cables are mandatory. Fill out B1 and go to Section C

PER ADDITIONAL 500W	QUANTITY OF EXTRA 500W REQUIRED	TOTAL PRICE
40.00 €		

C. DISTRIBUTION FOR BOOTHS USING OVER 4KW OF POWER

PLEASE INFORM US IF YOU ARE INSTALLING YOUR OWN ELECTRICAL SWITCH BOARD.	YES <input type="checkbox"/>	go to section "E"
(choose one reply only)	NO <input type="checkbox"/>	FILL section "D" & "E"

D. RENTAL OF ELECTRICAL SWITCH BOARDS

FOR POWER SUPPLY OVER 4KW IF YOU ARE NOT BRINGING YOUR OWN SWITCH BOARD, IT IS MANDATORY TO ORDER ONE OF THE FOLLOWING

DESCRIPTION	QUANTITY	PRICE PER ITEM	TOTAL PRICE
3X16A	220 - 380V 3~ 3KW PER PHASE	437.00 €	
3X20A	220 - 380V 3~ 4KW PER PHASE	483.00 €	
3X25A	220 - 380V 3~ 5KW PER PHASE	506.00 €	
3X35A	220 - 380V 3~ 6KW PER PHASE	575.00 €	
3X50A	220 - 380V 3~ 8KW PER PHASE	863.00 €	
3X63A	220 - 380V 3~ 9KW PER PHASE	966.00 €	
3X80A	220 - 380V 3~ 11KW PER PHASE	1,127.00 €	
3X100A	220 - 380V 3~ 13KW PER PHASE	2,070.00 €	
OTHER :			

Address: 452 Mesoghion Ave, 1st floor, Ag. Paraskevi, Athens, Greece, 15342 – Tel. +30.210.639.2639 – +30.211.700.5109

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E. RENTAL OF SUPPLY CABLES FOR SWITCH BOARDS

- A. IF YOU ARE BRINGING YOUR OWN ELECTRICAL SWITCH BOARD, THE RENTAL OF THE POWER SUPPLY CABLES IS MANDATORY. PLEASE CHOOSE ONE OF THE FOLLOWING ACCORDING TO YOUR ELECTRICAL NEEDS.
- B. IF YOU ARE RENTING AN ELECTRICAL SWITCHBOARD, IT IS MANDATORY TO CHOOSE ONE OF THE FOLLOWING SUPPLY CABLES FOR CONNECTION WITH SWITCHBOARD FROM SECTION "D".

DESCRIPTION	QUANTITY	PRICE PER ITEM	TOTAL PRICE
16A 5X2.5mm	220 - 380V 3~ 3KW PER PHASE	92.00 €	
20A 5X4mm	220 - 380V 3~ 4KW PER PHASE	108.00 €	
25A 5X5mm	220 - 380V 3~ 5KW PER PHASE	120.00 €	
32A 5x10mm	220 - 380V 3~ 6KW PER PHASE	276.00 €	
50A 5X16mm	220 - 380V 3~ 8KW PER PHASE	414.00 €	
63A 5X25mm	220 - 380V 3~ 9KW PER PHASE	552.00 €	
80A 5X35mm	220 - 380V 3~ 11KW PER PHASE	682.00 €	
100A 5X50mm	220 - 380V 3~ 13KW PER PHASE	857.00 €	

F. ELECTRICAL ACCESSORIES

DESCRIPTION	QUANTITY	PRICE PER ITEM	TOTAL PRICE
SPOTLIGHT	100W	20.00 €	
FLOODLIGHT	150W IODINE	40.00 €	
FLOODLIGHT	500W IODINE	60.00 €	
FLOODLIGHT	150W HQI	100.00 €	
FLOODLIGHT	400W HQI	190.00 €	
FLOODLIGHT	500W HQL	260.00 €	
FLOODLIGHT	1000W HQL	360.00 €	
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G. FURNITURE				
CODE	DESCRIPTION	PRICE €	QTY	TOTAL
S1	STOOL BLACK	95		
S2	STOOL BLACK	64		
S4	STOOL BLACK	70		
S6	STOOL BLACK	85		
S7	STOOL WHITE	85		
S8	STOOL RED	85		
S9	STOOL BLACK	53		
S10	STOOL BLACK	70		
S11	STOOL RED	70		
S12	STOOL WHITE	95		
S13	STOOL RED	70		
S14	STOOL SILVER	64		
S15	STOOL WHITE	64		
AMELIE	STOOL BLACK / WHITE	65		
ZITE STOOL	STOOL BLACK/WHITE/RED/GREY	68		
GHOST	STOOL	70		
GHOST	CHAIR	90		
GHOST	ARM CHAIR	105		
MIRO	CHAIR BLACK	60		
MIRO	ARM CHAIRM BLACK / WHITE	100		
P1	DESK ARM CHAIR	110		
P2	DESK ARM CHAIR	90		
K10	PLEXI GLASS CHAIR	67		
K11	CHAIR WITH DESK BLACK	65		
K12	CHAIR WITH DESK AND ARM BLACK	65		
K13	ARMCHAIR BLACK	65		

3

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K7	CHAIR BLACK	50		
K1	CHAIR VINYL BLACK	120		
K5	CHAIR VINYL RED	120		
K6	CHAIR VINYL CREAM	120		
K2	SMALL COUCH BLACK	180		
K3	SMALL COUCH RED	180		
TK1	CRYSTAL TABLE TOP ROUND	120		
TK2	CRYSTAL TABLE TOP SQUARE	150		
TP1	CRYSTAL TABLE TOP R70	150		
TP2	CRYSTAL TABLE TOP R100	190		
TM1	CRYSTAL TOP BAR TABLE R70	120		
TM2	WHITE TOP BAR TABLE R60	94		
TK3	CRYSTAL TABLE TOP SQUARE	120		
TK4	CRYSTAL TABLE TOP RED	150		
TK5	RED PLEXI GLASS TABLE	90		
T2	WOOD TABLE TOP	60		
T2A	SKIRT & TABLECLOTH	30		
G4	DESK	164		
G5	DESK	164		
G1	DESK	164		
G2	DESK	164		
Z1	CUBE SMALL	97		
Z2	CUBE MEDIUM	105		
Z3	CUBE LARGE	115		
B1	SHOWCASE & STORAGE LOCKABLE SHORT	220		
B2	GLASS SHOWCASE LOCKABLE	215		
B3	SHOWCARE & STORAGE LOCKABLE TALL	280		
E2	DRAWER CABINET LOCKABLE	80		
E1	LOCABLE CABINET	145		
R1	RECEPTION WITH SHELF	200		
R1A	RECEPTION PRINTINS	150		
01	SMALL PLANTS	50		

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02	SMALL PLANTS	75		
03	SMALL PLANTS	90		
04	SMALL PLANTS	80		
05	SMALL PLANTS	110		
BD1	PROSPECT HOLDER ONE SIDE	70		
BD2	PROSPECT HOLDER TWO SIDES	105		
BD3	PROSPECT HOLDER ONE SIDE	75		
NS1	ESPRESSO MACHINE	250		
NS2	ESPRESSO CAPSULES	100		
EGL1	REFRIGIRATOR WHITE	150		
WC1	WATERCOOLER	125		
WC2	WATER BOTTLE	29		
C1	COAT RACK	50		
GB1	GARBAGE BIN PLASTIC	12		
SP1	PLEXI BASE WITH K MATERIAL SIGNAGE	115		
SR1	ROLL UP BANNER	120		
H1	HOSTESSES (FILL OUT SPECIAL SECTION BELOW)			
SS1	SECURITY (FILL OUT SPECIAL SECTION BELOW)			
MP1	MANPOWER (FILL OUT SPECIAL SECTION BELOW)			
VP	VIDEOTAPING – PHOTOGRAPHER (FILL OUT SPECIAL SECTION BELOW)			
CARPET	CARPET SPECIFY CODE FROM LIST OF ACCESSORIES : _____	10 per sqm		
BOOTH PRINTS	PER PRINTABLE PANEL	195 per day		
AV1	PLASMA SCREEN 42"	150 per day		
AV1A	PLASMA SCREEN 50"	200 per day		
AV1B	PLASMA SCREEN 60"	300 per day		
AV2	PROJECTOR SCREEN 2X2	70 per day		
AV2A	PROJECTOR SCREEN 3X2	130 per day		
AV3	DATA VIDEO PROJECTOR 2500ANSI	150 per day		
AV3A	DATA VIDEO PROJECTOR 3500ANSI	200 per day		
AV3B	DATA VIDEO PROJECTOR SHORT THROW	250 per day		
AV4	LAPTOP	100 per day		

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FPC1	FLIPCHART BOARD	75		
FPC2	FLIPCHART PAPER	20		
PR1	PRINTER INKJET COLOR (1 SET CATRIDGES INCLUDED)	150		
PR2	PRINTER LASER COLOR (1 SET CATRIDGES INCLUDED)	400		
ALL PRICES FOR FURNITURE INCLUDE TRANSPORTATION FROM ATHENS TO RHODES, LABOUR, MANTLING AND DISMANTLING				

H. SPECIAL REQUESTS SECTION: Prices quoted on request.
HOSTESSES/SECURITY/MANPOWER: Please include important information such as how many, dates, time, dress code, list of duties
FLOWERS: Aside from the list mentioned in the Furniture section, please advise if you have a special request
PRINTINGS: Should you require to print invites, inserts etc please send us your request including details and/or pdf file for quotation

6

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SPECIAL BOOTH OR OTHER CONSTRUCTIONS : Please specify your requirements for printings, carpet installations etc.

SPECIAL LIGHTING / ROBOTICS, GOBOS, ETC: Please specify your requirements

AUDIOVISUAL: Please specify your requirements ie: plasma TV, projectors, laptops, etc

VIDEOTAPING – PHOTOGRAPHER: Please send us your requirements ie: dates, time, etc

7

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IT: Please specify your requirements

UPS, DC/AC STABILIZERS, TRANSFORMERS: Please specify your requirements

OTHER REQUESTS: Please specify your requirements ie: theme nights, dance groups traditional/other, DJ's, traditional orchestras, etc.

8

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PLEASE REPLY TO THE FOLLOWING MANDATORY QUESTIONS:

- 1) Please send us the exact list all of the electrical equipment you intend to use in your stand in the following box for proper distribution of KW.

- 2) Location of power points, Voice/Data cables, electrical switchboards, etc. Please send us an email with stand description/layout and show the points were you would like the outlets to be. Please specify x,y,z distances.



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TOTAL COST OF SERVICES :	<i>Please add all of the above services.</i>	€
VAT (value added tax):	<i>Above prices do not include 23% VAT.</i>	€
TOTAL COST INCLUDING 23 % VAT:		€

Please send your requests as follows. Please fill out the below mandatory information :

Attention : Mrs.Arleen Zafirakis	Tel. +30.211.700.5109 & +30.210.639.2639
Fax: +30.211.740.5538	Email: info@proelectro.gr
STAND NO:	EXACT COMPANY NAME:
CONTACT PERSON:	POSITION:
FULL BILLING ADDRESS:	VAT NUMBER: (mandatory)
COMPANY STAMP:	SIGNATURE OF ACCEPTANCE:

Note. Should the exhibitor require additional electrical installation within their stand, a separate mail should be sent to Proelectro for consultation & pricing. The exhibitor's electrical contractor is not obligated to carry out such tasks beyond the above mentioned unless otherwise agreed.

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PAYMENT POLICY – DETAILS	
1ST DEPOSIT :	UPON CONFIRMATION OF SERVICES A 50% DEPOSIT IS REQUIRED
2ND DEPOSIT :	1 MONTH PRIOR TO THE CONGRESS 40% WILL BE REQUIRED.
FINAL PAYMENT :	10 DAYS PRIOR TO THE CONGRESS 10% BALANCE WILL BE REQUIRED.
ON SITE:	ANY ADDITIONAL ON SITE SERVICES MUST BE PAID DURING THE CONGRESS UPON SERVICE ACCEPTANCE
TYPES OF PAYMENT : BANK TRANSFER OR CREDIT CARD	
PAYMENT BY BANK TRANSFER :	
BANK NAME: PRO BANK	BANK ADDRESS: PIRAEOUS ST 74, ATHENS, GR
ACCT NAME: PROELECTRO LTD	IBAN: GR58 0540 0180 0003 1217 7012 018
	SWIFT ADDRESS: PRNKGRAA
PAYMENT BY CREDIT CARD :	
VISA, MASTERCARD OR AMEX IS ACCEPTED. A <u>2.5 % (VI/MC) & 3.5% (AMEX) SERVICE FEE</u> WILL APPLY TO THE TOTAL CHARGE. IF YOU ARE INTERESTED IN PAYING BY CREDIT CARD, PLEASE ASK US TO SEND YOU AN AUTHORIZATION FORM.	
<i>Note. PROELECTRO reserves the right to deny services should above deposits not be respected.</i>	
CANCELLATION OF SERVICES	
Up to September 10 th	No cancellation penalties will apply
From September 10 th to September 15 th	50 % will not be refunded
From September 15 th to September 30 th	80 % will not be refunded
From October 1 st and on	No refunds will we possible
CONFIRMATION OF SERVICES	DEADLINES
FINAL DEADLINE FOR ORDERS 15TH SEPTEMBER	Prices remain the same
From September 15 th to September 22 th	Above prices increase 15%
From September 22 th to September 28 th	Above prices increase 25%
After September 28 th	NO ORDERS ACCEPTED