

ADBU Congress

Association des Directeurs & personnels de direction
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2, 3 & 4
September 2014

Dossier N°11048

ADDITIONAL SUPPLIES POSSIBILITIES FOR STAND

Proposed by the **PALAIS DE LA MUSIQUE ET DES CONGRES of STRASBOURG**

Service Exposants – Place de Bordeaux – FR 67082 STRASBOURG CEDEX

Tél : +33 (0)3 88 37 21 55 / Fax : +33(0)3 88 37 67 68 / Mail : exposants@strasbourg-events.com



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Reminder EQUIPPED STAND DESCRIPTION

Available size : 9m² (L3m x D 3m X H2,50m)
 (stand may differ from photo of 9m²)



Fastenings

Use authorised fastenings: bead chains and small "S" hooks.
 We hereby remind you that it is PROHIBITED to nail, screw and stick things onto the partitions, boards and columns. Adhesives and double-sided tape should be removed during dismantling by the exhibitor.

ANY EQUIPMENT THAT IS DAMAGED SHALL BE CHARGED TO THE EXHIBITOR.

Important :

You are prohibited from partitioning the open angle of a stand. It is strictly forbidden to carry out any work that affects the flues and electrical and telephone circuits, or involves any drilling, anchoring or sealing, the removal of doors or the installation of an antenna. Repairs and damages following the failure to observe the abovementioned provisions shall be charged in full to the exhibitor.

FLOOR	- Needle punch carpet FUCSIA color with protective film,	
STRUCTURE	<ul style="list-style-type: none"> - Lacquered anthracite grey aluminium framework - Structure height: 2.50 m - Melamine panels <ul style="list-style-type: none"> → useful dimensions of the panel: width 0.94 m, height 2.39 m → overall height of the panel: partition 2.50 m, width 1.00 m 	<p>Column:</p> <p>Cross-bar:</p>
FURNITURE included	<p>1 Table L140 x D70 x H72 cm 2 Chairs</p>	
ELECTRICITY	<ul style="list-style-type: none"> - Lighting from spotlight lighting tracks of 100 W: 1 spotlight of 100 W for 3 m². - Electrical service box with 30 mA differential switch and 2 power sockets - Power: 1 kW per booth 	
CLEANING	Carried out every morning prior to the trade fair opening to the public, on the stands installed by Strasbourg-Evénements	
SIGN	Standard (0.60 m x 0.17 m), double-sided, fixed at an angle on the aisle. Maximum 18 characters (including spaces). One sign per aisle	
OTHER SUPPLIES	On order, below.	

Exhibitor information sheet

TO BE RETURNED TO THE **EXHIBITOR'S DEPARTMENT**

Fax: +33 (0)3 88 37 67 68 E-mail: exposants@strasbourg-events.com

**MUST BE RETURNED TO
US**

Even without orders

Stand

Stand name:

Stand number (issued by the organiser): _____

Only **BARE SPACE** ☐Nber of m² **OU** **EQUIPED STAND** ☐Nber of m²

Name of your stand builder :

E-mail :

Company

Company name: _____

Business address: _____

Post code: _____ City: _____ Country: _____

Name of the person in charge of the stand: _____

Tel.: _____ Fax: _____

E-mail: _____

Mandatory information

VAT Number: _____

Siret no.: _____

Invoicing

Invoicing address to be indicated only if YOU ORDER additional supplies and if different from the business address:

Post code: _____ City: _____ Country: _____

Name of contact: _____

Tel.: _____ Fax: _____

E-mail: _____

SUMMARY ORDER FORM

To be returned to **STRASBOURG EVENEMENTS – Service Exposants**

Avenue Herrenschmidt – F 67000 STRASBOURG

exposants@strasbourg-events.com / fax +33 (0)3 88 37 67 68

before 13th August 2014

Accompanied by the exhibitor information sheet, the order forms, the plan and payment

PRICES will INCREASE

after the 12th Aug. 2014

According to availability

Company _____ Stand N° _____

(Full contact details to be completed on the Exhibitor Information sheet)

	Amount
Total Services: Electrical installation	
Total Rental: Furniture	
Total Rental: Plants	
Total Services: ADSL internet access	
Total Rental: Audiovisual equipment	
Total Rental: IT and office equipment	
Total Services: Catering	
OVERALL TOTAL EXCL. VAT..	
<i>only for catering without alcohol.....VAT 10 %...</i>	
<i>VAT 20 %...</i>	
OVERALL TOTAL INCL. VAT..	

Payment methods:

Payment by bank transfer	Payment by cheque	For the Administration
Notice of transfer issued by the bank: on (date).....	Amount in euro Cheque no.	Payment ref. and date of payment: This order was paid under the references:
To the account of STRASBOURG EVENEMENTS Payments should bear the name of the exhibitor and the stand no.	Drawn by Made out to STRASBOURG EVENEMENTS	Payment scheduled for (date):
Payment by Credit Card <input type="radio"/> Visa <input type="radio"/> Eurocard/Mastercard <input type="radio"/> American Express Card no. _____ Expiry date _____ I hereby authorise STRASBOURG EVENEMENTS to debit €..... from my card. Crypto Name on the card: _____		
Bank details of recipient: SA STRASBOURG EVENEMENTS place de Bordeaux Wacken - FR-67082 STRASBOURG Cedex CIC EST bank code → 30087 agency code → 33080 account no. → 00023701301 key → 01 IBAN → FR76 3008 7330 8000 0237 0130 101 BIC → CMCIFRPP Domicile: CENTRE D'AFFAIRES DE STRASBOURG, 31 rue Jean Wenger Valentin, FR-67958 STRASBOURG CEDEX 9 Intra-Community VAT → FR 03 384911129		

Executed in (place):
Company seal

Date:

Signature (Name of signatory)



ELECTRICAL INSTALLATION ORDER FORM

To be returned to **STRASBOURG EVENEMENTS – Service Exposants**

Avenue Herrenschmidt – F 67000 STRASBOURG

exposants@strasbourg-events.com / fax +33 (0)3 88 37 67 68

before 13th August 2014

Accompanied by the summary order form, and payment

PRICES will INCREASE by 20% for orders received after the 12th Aug. 2014
According to availability of stock

Company _____ Stand N° _____

(Full contact details to be completed on the Exhibitor Information sheet)

For Bare space stands or additional equipment for EQUIPPED STANDS:

Exhibitors are hereby reminded that the "EQUIPPED STAND" formula includes the following technical services:
1 lighting track with 3 spotlights each of 100 W, 2 electrical sockets and 1 connection of 1 kW-16A.

requests that S.E. rents them the following installations:

BASIC CONNECTIONS (Supply included)	Unit price excl. VAT in € until 12/08/2014	Unit price excl. VAT in € from 13/08/2014	Quantity	TOTAL Excl. VAT
Single-phase 3 kW 16 A connection + 2 sockets on the board (220 V)	198	237,60		
Three-phase 10 kW 16 A connection + 3 sockets on the board (380 V)	417	500,40		
Three-phase 20 kW connection to a single terminal block 32A(*)	593	711,60		
Three-phase 20 kW connection wired to single and triple sockets	730	876		
Secondary distribution board (for 3 three-phase outlets)	87	104,40		
Rate for changing the board should the power be altered	-	136		
(*) Needs secondary distribution to be put in place (contact us if needed)				

LIGHTING (rental and installation only on our structures)				
Additional 100 W spotlight for existing lighting track	29	34,80		
Lighting track: 3 spotlights of 100 W	72	86,40		

ADDITIONAL SOCKETS (rental and installation)				
Single-phase 220V – 16A electrical socket + Earth with duct	32	38,40		
Three-phase 380 V – 16A electrical socket + Earth with duct**	43	51,60		
** needs a three-phase connection with a minimum of 10 kW				

OVERALL TOTAL EXCL. VAT to be carried forward to the summary order form on page 4	
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Orders shall only be considered if they are accompanied by the corresponding tax inclusive payment

Date of order:

Signature – Company seal

NB: Please indicate the positions of the connection board and the desired equipment on the installation plan, page 5.

The abovementioned fixed prices have been determined for the duration of the trade fair and include the installation, rental, maintenance and dismantling of the equipment set up. For special installations, an estimate may be submitted for approval.

All equipment shall remain the property of STRASBOURG EVENEMENTS and should be returned in a good condition.

Any equipment that is missing or damaged shall be invoiced.

NB

For all installations of sockets, lamps, etc., the power connection needed for the different electrical circuits must also be ordered.

The connection boards should remain accessible at all times.

The switch must be turned off at the end of each day by the exhibitor.

The connections wired to a terminal block (20 kW and more) must be carried out by a qualified professional electrician (UTE C 18-530).

FURNITURE RENTAL ORDER FORM according to the catalogue

To be returned to **STRASBOURG EVENEMENTS – Service Exposants**

Avenue Herrenschmidt – F 67000 STRASBOURG

exposants@strasbourg-events.com / fax +33 (0)3 88 37 67 68

before 13th August 2014

Accompanied by the summary order form, and payment

PRICES will INCREASE by

20% for orders received

after the 12th Aug. 2014

According to availability of stock

Be careful: the link below is broken. Please copy and paste it into your browser to access the catalogue

CATALOGUE on

http://www.abclocation.fr/catalogue/catalogue_stand48p.pdf

Company _____

Stand N°

(Full contact details to be completed on the Exhibitor Information sheet on the exhibitor service manual)

Références on catalogue	FURNITURE	UNIT PRICE In € excl. VAT	Quantity	TOTAL Excl. VAT
Booth Delivery and recovery...			1	15,00
GENERAL PRICE without VAT (20%) to put on your SUMMARY ORDER FORM on page 4				
Increase by 20% of your total from the 13 th August. 2014				

Orders shall only be considered if they are accompanied by the corresponding tax inclusive payment

Date of order:
Company seal

Name & Signature

PLANT RENTAL – FLOWERS & GREEN FITTINGS ORDER FORM



CATALOGUE ON
www.locationdeplantesvertes.com

Click on



Login : exposants

Password : 2014

To be returned to **STRASBOURG EVENEMENTS – Service Exposants**

Avenue Herrenschmidt – F 67000 STRASBOURG

exposants@strasbourg-events.com / fax +33 (0)3 88 37 67 68**before 13th August 2014**

Accompanied by the summary order form, and payment

PRICES will INCREASE by**20% for orders received
after the 12th Aug. 2014**

According to availability of stock

Company _____ Stand N° _____

(Full contact details to be completed on the Exhibitor Information sheet)

References on catalogue	DESIGNATION	UNIT PRICE In € excl. VAT Until 12/04/2014	Quantity	TOTAL Excl. VAT
GENERAL PRICE without VAT (20%) to put on your SUMMARY ORDER FORM on page 4				
Increase by 20% of your total from the 13 th August 2014				

IMPORTANT : Plants and rental supplies who are not returned will be charged.**Orders shall only be considered if they are accompanied by the corresponding tax inclusive payment**Date of order:
Company seal

Name & Signature :

For information: A free public WIFI access is available in all the Convention Center. It is provide by waves for all our customer.
 ADSL connection is a professional access provided by wire with a guaranteed high constant debit used in professional presentations.

ADSL CONNECTION ORDER FORM

To be returned to **STRASBOURG EVENEMENTS – Service Exposants**
 Avenue Herrenscheidt – F 67000 STRASBOURG
exposants@strasbourg-events.com / fax +33 (0)3 88 37 67 68
before 13th August 2014
 Accompanied by the summary order form, and payment

PRICES will INCREASE by 20% for orders received after the **12th Aug. 2014**
 According to availability of stock

Company _____ Stand N° _____

(Full contact details to be completed on the Exhibitor Information sheet)

INTERNET CONNECTION (Rental, assembly and dismantling)	Unit price excl. VAT in € until 12/08/2014	Unit price excl. VAT in € from 13/08/2014	Quantity	TOTAL € Excl. VAT
Broadband internet connection with connection to RJ45 Ethernet socket and access for a computer	260	312		
Broadband internet connection, with access for 2 to 4 computers	350	420		
Broadband internet connection, with access for 5 to 7 computers	380	456		
Accessible functions: - surf on the net - access to e-mail	Other functions → contact us			
OVERALL TOTAL EXCL. VAT to be carried forward to the summary order form on page 4....				

Orders shall only be considered if they are accompanied by the corresponding tax inclusive payment.

Date of order:

Signature - Company seal

NB: Please indicate the positions of your connections on the installation plan, page 5.

AUDIO-VISUAL EQUIPMENT RENTAL FORM ORDER FORM

To be returned to **STRASBOURG EVENEMENTS – Service Exposants**

Avenue Herrenschmidt – F 67000 STRASBOURG
exposants@strasbourg-events.com / fax +33 (0)3 88 37 67 68

before 13th August 2014

Accompanied by the summary order form, and payment

PRICES will INCREASE by 20% for orders received after the 12th Aug. 2014
 According to availability of stock

Company _____ Stand N° _____

(Full contact details to be completed on the Exhibitor Information sheet)

RENTAL , INSTALLATION, ADJUSTMENTS incl.	Unit price excl. VAT in € until 12/08/2014	Unit price excl. VAT in € from 13/08/14	Quantity	TOTAL € Excl. VAT
DVD Player	52,00	62,40		
Rental of a screen Screen 42" - 107 cm with stand (designer base) Audio broadcasting <input type="checkbox"/> With or <input type="checkbox"/> Without Source <input type="checkbox"/> PC or <input type="checkbox"/> DVD	690,00	828,00		
OVERALL TOTAL EXCL. VAT to be carried forward to the summary order form on page 4.....				

Orders shall only be considered if they are accompanied by the corresponding tax inclusive payment.

Date and time of delivery wished

(the customer must be present): on/...../2014.... at :hour

NB The audio and video equipment (property of STRASBOURG EVENEMENTS) is entirely under the customer's responsibility. Breakage and theft insurance shall be paid for by the exhibitor. The value of any missing or damaged equipment shall be invoiced to you.

A €1,000 deposit is requested when you order.

Date of order:

Signature - Company seal

NB: Please indicate the positions of your connections on the installation plan, page 5.

IT AND OFFICE EQUIPMENT RENTAL ORDER FORM

To be returned to **STRASBOURG EVENEMENTS – Service Exposants**
 Avenue Herrenscheidt – F 67000 STRASBOURG
exposants@strasbourg-events.com / fax +33 (0)3 88 37 67 68
before 13th August 2014
 Accompanied by the summary order form, and payment

PRICES will INCREASE by 20% for orders received after the 12th Aug. 2014
 According to availability of stock

Company _____ Stand N° _____
 (Full contact details to be completed on the Exhibitor Information sheet)

DESCRIPTION	Unit price excl. VAT in € until 12/08/2014	Unit price excl. VAT in € from 13/08/2014	Quantity	TOTAL € Excl. VAT
PC with 22" screen, CD-Rom drive, Windows, standard Office pack (including Power Point)	286,00	343,20		
Laptop with 12.1" screen, CD-Rom drive, Windows, standard Office pack (including Power Point)	273,00	327,60		
Ipad 32Go WIFI	328,00	393,60		
Other requirements , please contact us				
OVERALL TOTAL EXCL. VAT to be carried forward to the summary order form on page 4.....				

Orders shall only be considered if they are accompanied by the corresponding tax inclusive payment.

Date and time of delivery wished
(the customer must be present): on/...../ 2014.... at :

NB The IT and office equipment is entirely under the customer's responsibility. The value of any missing or damaged equipment shall be invoiced to you.

The abovementioned fixed prices have been determined for the duration of the trade fair and include the installation, rental, maintenance and dismantling of the equipment set up. For special installations, an estimate may be submitted for approval. All equipment shall remain the property of STRASBOURG EVENEMENTS and should be returned in a good condition. Any equipment that is missing or damaged shall be invoiced

Date of order:

Signature - Company seal

NB: Please indicate the positions of your connections on the installation plan, page 5.

STAND CATERING ORDER FORM

 To be returned to **STRASBOURG EVENEMENTS – Service Exposants**

Avenue Herrenscheidt – F 67000 STRASBOURG

exposants@strasbourg-events.com / fax +33 (0)3 88 37 67 68

before 13th August 2014

Accompanied by the summary order form, plan and payment

PRICES will INCREASE by 20% for orders received after the 12th Aug. 2014
 According to availability of stock

Name of the stand _____ stand N° _____

 Order for the day / / 2014
ONLY USE 1 PURCHASE ORDER PER DAY

STAND CATERING with VAT at 20 %

DESCRIPTION	UNIT PRICE in € _{excl.VAT}	Quantity by delivery time			TOTAL in € _{excl.VAT}
		between 08h00/08h30	between 10h30/11h30	between 14h30/15h30	
RENTAL					
Beer tap <small>with 20l beer</small> *DEPOSIT €230,00	178	PERIOD PRICE / Quantity :			
Beer keg 20l	76				
ALCOHOLIC DRINKS					
Pinot blanc	13,72				
Pinot noir	15,24				
Gewurztraminer	15,24				
Pinot gris	15,24				
Crémant d'Alsace	19,55				
Champagne	39,50				
TOTAL TRANSFER to be noted on your detailed order form on page 4					
No order will be accepted without payment				VAT 20 %	

STAND CATERING with VAT at 10 %

RENTAL					
Coffee machine with 100 capsules, stirrers, cups and sugar *DEPOSIT €230,00	230	PERIOD PRICE / Quantity :			
100 coffee capsules	70				
Water cooler with 1x 18.9l water bottle *DEPOSIT €230,00	36,40	PERIOD PRICE / Quantity :			
1 water bottle 18.9l	18,80				
DISPOSABLE (package of)					
Flutes 10x 12cl	5				
Wine glasses 10x 17cl	5				
Cups 100x 20cl	5				
CROCKERY (package of)					
40 flutes (price per unit)	0,59 x 40				
24 beer glasses (price per unit)	0,59 x 24				
40 wine glasses (price per unit)	0,59 x 40				
40 water glasses (price per unit)	0,59 x 40				
TOTAL TRANSFER to be noted on your detailed order form on page 4					
No order will be accepted without payment				VAT 10 %	

Date : / /

Administrator Name, stamp and signature:

To be returned to **STRASBOURG EVENEMENTS – Service Exposants**
exposants@strasbourg-events.com / fax +33 (0)3 88 37 67 68

before 13th August 2014

Accompanied by the summary order form and payment

PRICES will INCREASE by 20% for orders received after the 12th Aug.2014
 According to availability of stock

Name of the stand _____ stand N° _____

Order for the day

Please write date on

.... / / 2014

ONLY USE 1 PURCHASE ORDER PER DAY
STAND CATERING with VAT at 10 %

DESCRIPTION	UNIT PRICE in €excl.VAT	Quantity by delivery time			TOTAL in €excl.VAT
		between 08h00/08h30	Between 10h30/11h30	between 14h30/15h30	
SOFT DRINKS					
Still water 1.5l	3				
Sparkling water 1.25l	3				
Orange juice 1l	3				
Coca Cola 1.5l	4,90				
Orangina 1.5l	4,90				
BREAKFAST <small>descriptions attached</small>					
Coffee break at the stand* (10 people)	45,40				
2l Thermos flask of coffee	9,50				
Thermos flask of tea + teabags	8,4				
25 mini pastries	23,55				
SAVOURY BITES <small>descriptions attached</small>					
Platter of 40 open sandwiches	47,70				
Platter of 40 foie gras brioches	55,60				
Platter of 40 salmon bites	55,60				
Platter of 40 cassiolettes	55,60				
Platter of 40 verrines	55,60				
Platter of 40 mini pan-bagnats	47,70				
Platter of 40 pretzel rolls	47,70				
Platter of 40 assorted blinis	47,75				
Kugelhopf Surprise 70/80 servings	40,50				
Surprise bread trio 70/80 servings	40,50				
Platter of crudité s	40,50				
SWEET BITES <small>descriptions attached</small>					
Platter of 40 petit fours	48,90				
Platter of 40 macaroons	48,90				
Platter of 40 fruit skewers	48,90				
MEAL PLATTERS <small>descriptions attached</small>					
L'Incontournable	23,50				
Dolce Vita	23,50				
Gourmet	23,50				
Green Attitude	23,50				
COCKTAILS <small>Upon quotation</small>					
TOTAL TRANSFER to be noted on your detailed order form on page 4					
No order will be accepted without payment					TVA 10 %

Date : / / Administrator Name, stamp and signature:

STAND CATERING DELIVERY DESCRIPTIONS

(Photos may differ from actual products)

COFFEE BREAK

(based on 10 people)

1x 2 litres of coffee (in a thermos flask)
 1 litre of hot water (in a thermos flask) + 10 teabags
 1 still mineral water 1.5l
 1 sparkling mineral water 1.25l
 1 litre of orange juice
 25 mini all-butter pastries

This price includes: the products listed opposite, napkins, sugar, milk servings and organic packaging.
 Excludes waiting staff

MEAL PLATTERS *(delivered with cutlery and bread)*

L'Incontournable

« Bibeleskäss » Alsatian cottage cheese, potatoes and bacon crisps
 Mixed Salad and Crudités
 Pork Pie, cold roast, dried ham
 Chicken Wings
 Chocolate Cake with custard
 Fresh fruits, cookies and mini cakes

Dolce Vita

Antipasti with Ricotta cheese
 Roasted vegetables
 Soft Bressaola Grissinis
 Tomato with mozzarella and olive oil
 Saltimbocca and chicken piccata
 Salad, surdiried tomato, pine nut with balsamic dressing
 Tiramisu, coulis

Gourmet

Red mullet with satay Sauce and vegetable tartare
 Smoked salmon salad with dried ham involtini
 Foie gras confit
 Grilled king prawns
 Brie de Meaux cheese slice
 Selection of sweets
 Maxi Fruit Skewer
 Macaroons

Green Attitude

Hard boiled egg
 Couscous, cherry tomatoes
 Radish
 Variety of mixed Salads and Crudites
 Fruits salad
 Pineapple and Kiwi
 Fresh Fruit tar
 Macaroons

SAVOURY BITES

Platter of open sandwiches

Assortment of 40 gourmet open sandwiches:
 Salmon - cucumber / cherry tomato - mozzarella / roasted avocado - garlic prawns /
 Parma ham - Parmesan / cheese - fried bacon bits - chives / foie gras - fig preserve
 All presented on a platter



Platter of filled brioches

40 all-butter brioches filled with mi-cuit foie gras
or 40 all-butter brioches filled with salmon tartare
 All presented on a platter



Platter of cassiolettes

40 cassiolettes:
 Beef carpaccio, gingerbread and foie gras millefeuille, smoked duck breast,
 chorizo and spiced beef, pan-fried vegetable medley
 All presented on a platter



Platter of verrines

40 verrines:
 Tzatziki and poultry skewers, pan-fried duck breast, rainbow of vegetables
 All presented on a platter



Platter of mini pan-bagnats

40 mini pan-bagnats:
 Chicken with tomato confit, roast beef with tartare sauce, oven-baked vegetables, turkey
 fillet
 All presented on a platter



Platter of pretzel rolls

40 mini pretzel rolls:
 Regional speciality of stuffed pretzel rolls
 All presented on a platter



Platter of blinis

40 blinis:
 Tuna mayonnaise, smoked salmon, marinated scallops, crab mousse
 All presented on a platter




Platter of crudités

Assortment of raw seasonal vegetables accompanied with dipping sauces



Surprise bread trio



70/80 servings	
<u>Kugelhopf Surprise</u> Alsatian speciality, 70/80 servings	

SWEET BITES

Platter of 40 assorted petit fours	
Platter of 40 fresh fruit skewers,	
Platter of 40 assorted macaroons	