

Santiago de Compostela, April 2012.

Dear Sir/Madam:

The Organizing Committee of the 88th Congress of the European Orthodontic Society, which is going to take place in the Galicia Congress and Exhibitions Palace from the 18<sup>th</sup> to the 22<sup>nd</sup> of June 2012, requests your observance of the following rules related to the installation and removal of the Commercial Exhibition.

The Organizing Committee has established the following rules:

1. All materials must be sent to:  
PALACIO DE CONGRESOS Y EXPOSICIONES DE GALICIA  
Miguel Ferro Caaveiro sn  
15707 Santiago de Compostela  
To: María Teresa Blas / Juan Carlos Fernández Moreira  
Phone No. 981. 519 988  
Fax. No. 981 570 020  
[info@palaciosantiago.com](mailto:info@palaciosantiago.com)  
[www.palaciosantiago.com](http://www.palaciosantiago.com)
2. Merchandise start to be received on Monday June, 11<sup>th</sup>, from 9,00 am. All items must have the following information clearly indicated: name of the Congress, stand number, name of the exhibiting company, number of pieces, name and mobile phone no. of the person in charge of the stand.
3. The Congress will provide a space in the storeroom for the merchandise sent by the exhibiting companies. There will be a person in charge of this storeroom, as well as staff for the loading and unloading of items. Staff is equipped with specialized machinery for the transport of all types of materials from the store room to the exhibition area and vice versa. There will also be security surveillance in the night in both the exhibition area and the storeroom.
4. The installation of stands will start **at 09.00 h. on Friday, June 15<sup>th</sup>** and **will finish at 19.00h on Sunday, June 17<sup>th</sup>**. The Congress Palace opening hours are: 09.00h-19.00h.
5. The height permitted to the stands depends on its emplacement within the GALICIA CONGRESS AND EXHIBITIONS PALACE. Most of them can have until 4 meters of height, with the exception of: 9, 10, 54 to 67; 92 to 95 and 120 to 129; these ones cannot exceed 2.50 meters of height.
6. All stands must be completely **installed at 8.00h on Monday, June 18<sup>th</sup>**, when the cleaning service will work in the exhibition area. For additional cleaning service visit the private area of exhibitors in the Web page of the 2012 EOS Congress.
7. Electrical power. The standard power of the electrical supply is 1.100 W. If higher power is needed, please consult the private area of exhibitors in the Web page of the 2012 EOS Congress for further information.
8. Furniture. All companies that need furniture must send the attached form properly filled in before 15<sup>th</sup> May 2012. **Catalogue is available in the Web page of the 2012 Congress.**
9. Free WiFi service shared with all members of Congress. For Internet access in a dedicated connection of exhibitors please consult the private area of exhibitors in the Web page of the 2012 EOS Congress for further information.
10. Removal of stands:  
Removal of stands will **start 18.30h on Friday, June 22<sup>nd</sup>, It will finish on Saturday, at 19.00 h.**
11. On website you will find all information about modular stand and furniture catalogue.
12. Fees:  
Stands n<sup>o</sup>1-56 = 600,00€ m2 + 18% VAT  
Stands n<sup>o</sup>57-129 = 400,00€m2 + 18% VAT

Exhibition area is full-booked

13. Payment conditions:

In order to make the booking, please fill in the attached contract and send it to the address indicated below. It is also necessary to make sure that 25% of the fee is paid; otherwise, the organization does not guarantee the booking of the space required.

Payment method:

25% - at the moment of the booking of the stand

50% - before January, 16<sup>th</sup> 2012

25% - before May, 2<sup>nd</sup> 2012

Payments can be made through bank transfer to the following IBAN account: ES03 2091 0300 4730 4015 0212 (NOVA CAIXA GALICIA) or through bank cheque payable to the 88th Congress of the European Orthodontic Society.

**14. The fee includes the following services:**

- Exhibition Space
- Conference program

Note: Every additional service (extra furniture, audio-visual media, conference hostesses, Wi-Fi, cleaning, electrical power etc.) must be previously requested and separately contracted according to the exhibiting company's needs.

**15. Conditions of Payment:**

Advertisements- 100% upon agreement in writing

VAT

All prices are exclusive of local VAT (18% currently. Actual VAT at the time of the exhibition will be charged)

**16. Cancellation:**

In case of cancellation of an agreed sponsorship before 1 February 2011, 50% of the fee(s) agreed upon will be payable. In case of cancellation after 1 February 2011, agreed fee(s) will be payable in full; no refunds can be made.

If any reason or force majeure impedes the celebration of the Congress (in the mentioned area or in any other), the exhibiting companies undertake not to exert any action against the organization. The payments will be refunded but there will be a fee for the general costs derived from the organization process until that point.

# 88th Congress; European Orthodontic Society

Santiago de Compostela, 18<sup>th</sup> – 22<sup>nd</sup> June 2012

## EXHIBITING CONTRACT

**MR. / MRS.** .....

**Company.** .....

**Position** .....

**Address** ..... **Postal Code.** .....

**Town** .....

**Country** ..... **Company Tax Code** .....

**Phone No.** ..... **Fax** ..... **E-mail** .....

**Purpose of the Company** .....

**Products to be exhibited** .....

.....

**Only Space**

**Modular Stand**

**Name LABEL** .....

In the name of the company that I represent, I agree with the Regulation of Assistance and I commit myself to respect the general norms as well as my obligations as an exhibiting part from the moment of the signature of this contract,

At the same time, I pay 25% of the fee as a deposit for the requested space.

2<sup>nd</sup> payment: January, 16<sup>th</sup> 2012 (50%)

3<sup>rd</sup> payment: May, 2<sup>nd</sup> 2012 (25%)

1<sup>st</sup> Option Stand N<sup>o</sup> \_\_\_\_\_ 2<sup>nd</sup> Option Stand N<sup>o</sup> \_\_\_\_\_

Bank transfer to the account no. (NOVA CAIXA GALICIA)

N<sup>o</sup> CTA: 2091 0300 47 3040150212  
IBAN: ES03 2091 0300 4730 4015 0212  
SWIFT: CAGLESMMXXX

**(Place)** \_\_\_\_\_, **(day)** \_\_\_\_\_ **(month)** \_\_\_\_\_ **2011**

**Signed:** .....

I would be interested in receiving the application form for extra furniture and extra services.

Please send this form with all the information required and the receipt of the deposit to: Technical Secretariat. Viajes Atlántico nº3 15702 Santiago de Compostela Tlf. +34 981 56 90 40 Fax+34 981 56 90 42. [carolina@viajesatlantico.com](mailto:carolina@viajesatlantico.com) [alejandra@atlanticocongresos.com](mailto:alejandra@atlanticocongresos.com)