



PALAU DE CONGRESSOS
DE CATALUNYA
BARCELONA

PALAU DE CONGRESSOS DE CATALUNYA

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1. EXHIBITOR'S FORM

CONGRESS	<input type="text"/>	DATES	FROM	<input type="text"/>	<input type="text"/>
STAND NAME	<input type="text"/>	Nº STAND	TO	<input type="text"/>	<input type="text"/>

COMPANY NAME AND TAX I.D.

MANAGER ON SITE/AUTHORISED SIGNATURE

CONTACT PERSON

PHONE NUMBER

E-MAIL

COMPANY REGISTERED ADDRESS

CITY AND CITY CODE

COUNTRY

Payment will be done in advanced and by credit card only. All invoices will be remitted to the address detailed below.

TYPE OF CREDIT CARD

HOLDER

NUMBER AND EXPIRY

SENDING ADDRESS

CITY AND CITY CODE

COUNTRY

1-The completed form should be scanned and sent 30 days before the beginning of the congress to:

Dep. de Coordinación. e-mail: ester.romeu@hrjuancarlos.com

No service will be confirmed if the present form is not filled-in properly by the exhibitor. There should be no missing information.

2-Total costs will be credited separately to the credit card provided as soon as this form is received back. Two invoices will be sent. Once the crediting has been done successfully we will proceed to send all invoices to the sending address specified by the exhibitor.

AUTHORISED SIGNATURE:

Date:

Name:

Job title:

2. EXHIBITOR ORDER FORM FOR GENERAL SERVICES

CONGRESS

DATE

STAND:

FROM

STAND N°:

TO

CLEANING SERVICES PER STAND

Days of the month

Event days: Have your stand clean and tidy for the next journey!

17.00 Euros

Small stand (10m2)

30.00 Euros

Medium stand (10-19m2)

35.00 Euros

Big stand (19m2 or plus)

PERSONNEL SERVICES PER STAND (Optional)

SECURITY GUARD

31.00 Euros/pax/h (minimum 6h)

Other observations:

Days of the month

Timing (from-to)

WARE HOUSE ASSISTANT

34.00 Euros/pax/h (minimum 4h)

Other observations:

Days of the month

Timing (from-to)

18 % de V.A.T not included

3. EXHIBITOR ORDER FORM FOR F&B - 2012

CONGRESS

DATES

STAND:

FROM

STAND n°:

TO

COMPANY _____
 VAT NUMBER _____
 ADDRESS _____
 CITY / POSTCODE _____
 COUNTRY _____
 TELEPHONE _____
 FAX _____

CONTACT PERSON _____
 E-MAIL _____
 TYPE OF PAYMENT _____
 CREDIT CARD _____
 CREDIT CARD NUMBER _____
 EXPIRY DATE _____
 SIGNATURE _____

UNITS	DRINKS	UNIT PRICE
<input type="checkbox"/>	Flask of coffee (1,5 litres)	19.50 €
<input type="checkbox"/>	Flask of milk (1,5 litres)	19.50 €
<input type="checkbox"/>	Flask of hot water + Infusions and tea bags (1,5 litres)	19.50 €
<input type="checkbox"/>	Nespresso coffee machine (includes 50 services)	155 €/event
<input type="checkbox"/>	50 services of Nespresso coffee machine	67.00 €
<input type="checkbox"/>	50 decaffeinated services of Nespresso coffee machine	67.00 €
<input type="checkbox"/>	Jug of orange juice (1,5 litres)	22.00 €
<input type="checkbox"/>	Assorted flavoured juices (1 litre bricks)	4.25 €
<input type="checkbox"/>	Still water (1/2 l liters)	2.50 €
<input type="checkbox"/>	Still water (1l liter)	3.50 €
<input type="checkbox"/>	Still water (0,33 liters) plastic bottle	2.00 €
<input type="checkbox"/>	Sparkling water (1/2 liters)	2.50 €
<input type="checkbox"/>	Water cooler (includes 18,90 l)	95 €/event
<input type="checkbox"/>	Water cooler refill (18,90 l)	30.00 €
<input type="checkbox"/>	Coke (cans of 33 cl; 12 units minimum)	3.25 €
<input type="checkbox"/>	Diet Coke (cans of 33 cl; 12 units minimum)	3.25 €
<input type="checkbox"/>	Orange (cans of 33 cl; 12 units minimum)	3.25 €
<input type="checkbox"/>	Lemon (cans of 33 cl; 12 units minimum)	3.25 €
<input type="checkbox"/>	Tonic water (cans of 33 cl; 12 units minimum)	3.25 €
<input type="checkbox"/>	Bitter Kas (cans of 33 cl; 12 units minimum)	3.25 €
<input type="checkbox"/>	Amstel beer (cans of 33 cl; 12 units minimum)	4.75 €
<input type="checkbox"/>	Buckler beer without alcohol (cans of 33 cl; 12 units min)	4,575 €
<input type="checkbox"/>	Draught beer (includes 30 l beer and plastic glasses)	295.00 €
<input type="checkbox"/>	Draught beer refill of 30 litres (includes plastic glasses)	195.00 €
<input type="checkbox"/>	Bottle of white wine (Prats Fatjó selection) (75 cl)	18.50 €
<input type="checkbox"/>	Bottle of red wine (Prats Fatjó selection) (75 cl)	18.50 €
<input type="checkbox"/>	Bottle of cava (Prats Fatjó selection) (75 cl)	24.00 €
<input type="checkbox"/>	Veuve Clicquot Ponsardin Champagne (75 cl)	75.00 €

RENTAL MATERIAL

<input type="checkbox"/>	White tablecloth 130 x 130 m	8.75 €
<input type="checkbox"/>	White tablecloth 220 x 220 m	12.50 €
<input type="checkbox"/>	White napkin 55 x 55 cm	2.50 €
<input type="checkbox"/>	Ice bucket and tongs	15.50 €
<input type="checkbox"/>	Big Ice bucket	21.00 €
<input type="checkbox"/>	Wastepaper bin (big)	29.00 €
<input type="checkbox"/>	Wastepaper bin (small)	20.00 €

OTHER SERVICES

<input type="checkbox"/>	Personalized water bottles	Ask for a budget
<input type="checkbox"/>	Chocolate fountain	Ask for a budget
<input type="checkbox"/>	Popcorn machine	Ask for a budget

* VAT not included

UNITS	FOOD	UNIT PRICE
<input type="checkbox"/>	Biscuits-cookies assortment (15 pieces)	14.50 €
<input type="checkbox"/>	Mini bakery assortment (15 pieces)	18.00 €
<input type="checkbox"/>	Muffins assortment (10 pieces)	33.00 €
<input type="checkbox"/>	Chocolate snacks assortment	45.50 €
<input type="checkbox"/>	Mini cakes assortment (12 pieces)	24.70 €
<input type="checkbox"/>	Whole fruit (6-8 pieces)	16.50 €
<input type="checkbox"/>	Plate of sliced food	29.00 €
<input type="checkbox"/>	Candys	6.00 €
<input type="checkbox"/>	Chips assortment (20 units)	45.00 €
<input type="checkbox"/>	Olives bowl	10.00 €
<input type="checkbox"/>	Salted snacks assortment (3 bowls)	45.00 €
<input type="checkbox"/>	"Mini tapas" assortment (10 pieces)	40.50 €
<input type="checkbox"/>	Tray of sandwiches (English bread) (10 pieces)	40.50 €
<input type="checkbox"/>	Tray of sandwiches (baguette bread) (10 pieces)	50.00 €
<input type="checkbox"/>	Plate of cured ham (225 g)	42.00 €
<input type="checkbox"/>	Plate of manchego cheese (225 g)	24.00 €
<input type="checkbox"/>	Plate of bread with tomato	17.00 €
<input type="checkbox"/>	Leg of "bellota" ham	450.00 €
<input type="checkbox"/>	Waiter - Ham cutter (4 hours mininum)	50 €/hour

STAFF

<input type="checkbox"/>	Waiter (minimum 4 hours)	34 €/hour
<input type="checkbox"/>	Sherry decanter	Ask for a budget

DISPOSABLE MATERIAL

<input type="checkbox"/>	Plastic glasses 0,25 l (100 units)	18.00 €
<input type="checkbox"/>	Long drinks plastic glasses (100 units)	49.00 €
<input type="checkbox"/>	Cava plastic glasses (90 units)	65.00 €
<input type="checkbox"/>	Coffee plastic glasses (100 units)	15.00 €
<input type="checkbox"/>	Plastic dishes 22 cm (100 units)	23.00 €
<input type="checkbox"/>	Plastic knives (100 units)	23.00 €
<input type="checkbox"/>	Plastic forks (100 units)	23.00 €
<input type="checkbox"/>	Plastic spoons (100 units)	23.00 €
<input type="checkbox"/>	Plastic coffee spoons (100 units)	18.00 €
<input type="checkbox"/>	Paper napkins (100 units)	12.00 €

Contracts conditions

* Payment has to be done in advance.

* Order form has to be sent to the Palace of Congresses of Catalonia, 7 days prior the event starts.

* Once the congress is working, orders have to be done 24 hours before the required time service.

4. EXHIBITOR ORDER FORM FOR IT SERVICES

WIRED / WIRELESS (WI-FI)

CONGRESS

DATES

STAND:

FROM

STAND n°:

TO

LINES SERVICES & INTERNET ACCESS- WI&FI (Optional)

Indicate please

Set up cost for the event

Day of the month:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Digital line with telephone

125.00 Euros + call cost

Analogue line for fax - dataphone

125.00 Euros + call cost

ISDN line

250.00 Euros/Event

Access connection Internet Wi-Fi

125.00 Euros/1st day + 60 Euros/day

We invoice the call cost at the end of the event

If you need information regarding the internet access through our LAN connection, please ask for the additional information document with rates to your Coordinator

OTHER SERVICES (Optional)

Indicate please:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Rent of an elevator platform (select month days)

200 Euros/unit/day

Adaptor

7 Euros/unit/event

Extension cables: 3 m

18 Euros/unit/event

Universal adaptor

6 Euros/unit/event

18% de V.A.T not included