



Strasbourg, France
4-6 sept 2019

DSC 2019 EUROPE VR
Driving Simulation & Virtual Reality Conference & Exhibition



Driving Simulation Conference 2019 EUROPE



September 4th – 6th 2019



Strasbourg , FRANCE

EXHIBITOR'S GUIDE

Preamble

The aim of this Guide is to help you prepare.

If you follow it in logical order, you can be sure that you have all the relevant information and that you have prepared/reserved everything in advance of the Fair to make it a commercial success, for your image and your strategic monitoring.

Follow us ...

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ORDER BOOK

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PRACTICAL INFORMATION

EXHIBITION SCHEDULE

Setting for the event : **PALAIS DES CONGRÈS**
Place de Bordeaux
67000 STRASBOURG
Tel : 03 88 37 67 67

DATES	PACKAGES DELIVERING	EXHIBITORS SET UP	EXHIBITION OPENING	EXHIBITION CLOSING	DISMANTLING	PACKAGES RETURN
From August 21st to August 30th 2019	8h/12h-14h/18h					
September 4th 2019		8h/18h				
September 5th 2019			8h30	19h30		
September 6th 2019			8h30	14h30	14h30/19h	
From Sept. 11th to Sept. 20th 2019						8h/12h-14h/18h

Monday
5th
August

DEADLINE FOR SENDING YOUR DOCUMENTS:

- ☐ Exhibitor information sheet, page 13
- ☐ Layout, page 14

IN CASE OF ADDITIONAL ORDERS:

- ☐ Summary order form, page 28
- ☐ Payment method, page 29

DETAILS AND ACCESS

Organisers

DRIVING SIMULATION ASSOCIATION

5 rue Victor Schoelcher

92160 ANTONY

06-60-65-92-53

exhibition@dsc2019.org

Contact Exhibitors Service Palais de la Musique et des Congrès

STRASBOURG EVENEMENTS / Exhibitors service

Avenue Herrenscheidt

67082 STRASBOURG Cedex

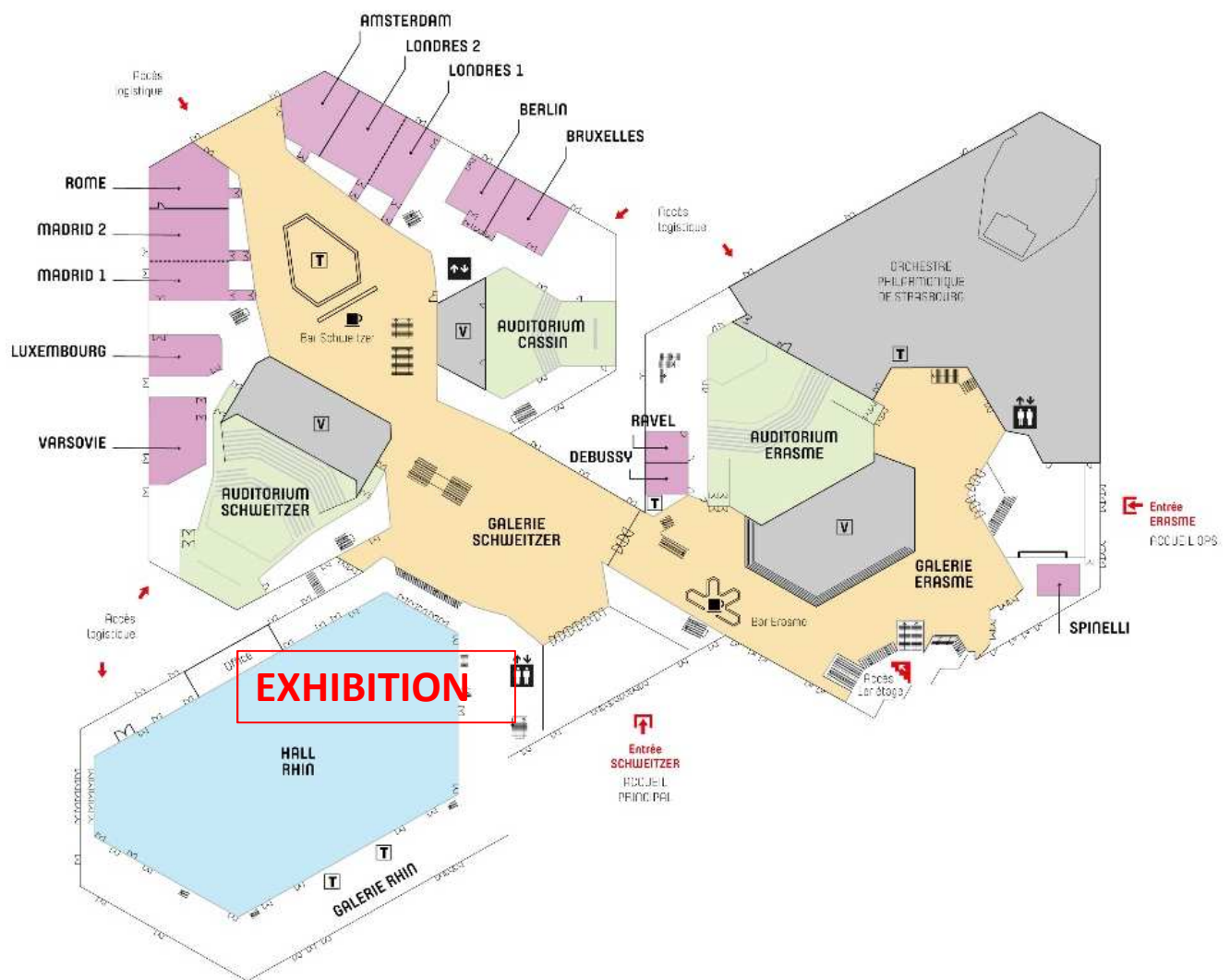
Ms Elodie IGRSHEIM

Tel: +33 3 88 37 21 55

exposants@strasbourg-events.com

Stand installer

STRASBOURG EVENEMENTS



REGULATION

STAND SECURITY

It is recommended that you never leave your stand unattended during the installation and dismantling of installations. Valuables must be locked away.

STAND CLEANING

The PALAIS DES CONGRÈS provides general cleaning of the aisles every morning.

INSURANCE

The Organiser is responsible for the overall insurance for the exhibition in terms of fire and civil responsibility. Each exhibitor is responsible for taking out any additional insurance they deem necessary.

Neither the organisers nor Strasbourg Événements may be held responsible for theft or damage to personal goods belonging to exhibitors either during visiting hours or during the installation and dismantling of stands.

SECURITY REGULATIONS

Exhibitors must strictly respect security regulations and those specifically relating to the event.

<http://www.strasbourg-events.com/fr/profil/exposant>

Exhibitors must strictly comply with the provisions set out in the Fair regulations, communicated by the Organiser.

PARKING

It is strictly forbidden to park in the technical courtyard at the PALAIS DES CONGRÈS, **except when unloading.**

DELIVERY OF PACKAGES

Delivery

The reception of the parcels will be between **August 21st and August 30th 2019**,

The delivery times are: **8h / 12h - 14h / 18h**.

The organizer and Strasbourg Evénements can not be held responsible for the delivery of parcels in your absence and can not receive packages in place of the exhibitor. Any needs in handling or lifting are to be expected by the exhibitor. As part of the show we negotiated preferential rates at a partner.

We recommend you to contact him directly for all requests for handling or transport on stand but also for all your questions relating to the reception and the sending of your parcels:

DELIVERY, PICKUP, UNLOADING TRUCKS AND TRANSPORT TO THE STAND

France EURO-DEMENAGEMENTS

M. KUNZ Christophe

10 rue Gutenberg

67610 LA WANTZENAU

+33 3 88 40 07 49 / +33 7 60 33 09 09

christophe.kunz@france-eurodem.com

Do not forget to specify the name of your company, your name and the number of your stand. We recommend the label of the following page and paste it on each of your packages, the costs of reception and customs clearance are the responsibility of the sender.

Additional services

If necessary for the storage of your empty packaging, handling or lifting, we will recommend to contact our provider directly.

Pickup

At the end of the show, parcels must be picked up between **Sept. 11th and Sept. 20th 2019**.

The pickup times are: **8h / 12h - 14h / 18h**.

After this date, Strasbourg Events reserves the right to destroy the parcels. Strasbourg Events can not be engaged in any way on the disappearance or destruction of any material left after the event.

We recommend the label on the next page and paste it on each of your packages, we remind you that the repackaging of your packages is to be provided by you (packaging, return labels).

The reception and customs clearance costs are the responsibility of the sender.

DELIVERY, PICKUP, UNLOADING TRUCKS AND TRANSPORT TO THE STAND

France EURO-DEMENAGEMENTS

M. KUNZ Christophe

10 rue Gutenberg

67610 LA WANTZENAU

+33 3 88 40 07 49 / +33 7 60 33 09 09

christophe.kunz@france-eurodem.com

LABELLING

NO PACKAGE WILL BE ACCEPTED WITHOUT THIS LABELLING

DO NOT COVER



ANY PACKAGE WHICH DOES NOT CONTAIN THIS INFORMATION WILL BE REFUSED

MANDATORY INFORMATION TO THE ATTENTION OF THE CARRIER:

Booth Name: _____

Booth Number: _____

Responsible of the Booth (from your society)

Mr or Mrs _____

Phone number of the booth responsible, on site Booth (from your society):

DELIVERY AREA:

EXHIBITOR NAME :

AT

France EURO-DEMENAGEMENTS

10 rue Gutenberg

FR - 67610 LA WANTZENAU

> Goods delivered to final destination, customs clearance import and taxes payable by seller / shipper. <



FITTED STAND



The fitted stand consists of:

- carpet,
- flag logo,
- partition,
- a 1kW electrical box per 9m² module
- a rail of LED 70w per 9m² module
- 1 table and 2 chairs

For any additional electricity, IT or audiovisual equipment, cleaning, stewards etc. please consult our [ORDER BOOK](#)



Strasbourg Événements also offers solutions for covering wooden partitions with branded signage.



Strasbourg Événements, with its 15 years of events experience, can organise and personalise your stand. The expertise of our [Stand Design](#) teams is **presented on dedicated book**. Don't hesitate to get in touch!

TABLE TOP STAND



Floor Area : 6m²

Electricity : a 1kW electrical box

Furniture : 1 table et 2 chairs



Please remember, it is forbidden to nail, drill, screw or glue partitions, banners and pillars. Chain or hook fittings should be used. Double sided adhesive must be removed by the exhibitor during dismantling.

ORDER BOOK

“YOU ONLY GET ONE CHANCE TO MAKE A FIRST IMPRESSION.”

BEING WELL POSITIONED IS NOT ENOUGH TO GENERATE TRAFFIC TO YOUR STAND AND MAKE LOTS OF CONTACTS. THE IMPORTANT THING IS TO BE SEEN, EASILY LOCATED AND TO OFFER VISITORS A CLEAR AND WARM WELCOME. STRASBOURG ÉVÉNEMENTS HAS A SOLUTION FOR ALL YOUR NEEDS IN TERMS OF ORGANISING AND OPTIMISING YOUR SPACE. DON'T HESITATE TO GET IN TOUCH! THIS BOOK AIMS TO PRESENT ALL OUR SOLUTIONS AND EXPERTISE.

MUST BE RETURNED TO

STRASBOURG EVENEMENTS / Service Exposants
Place de Bordeaux – 67082 STRASBOURG Cedex

exposants@strasbourg-events.com

EXHIBITOR INFORMATION SHEET

BOOTH NUMBER: _____

Sign name (max. 18 caractères)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Your kind of stand

Fitted stand : _____ m² OR Table Top : _____

COMPANY

Company name: _____

Business address : _____

Post code : _____ City : _____ Country : _____

Name of the person in charge of the stand: _____

Tel : _____ mail : _____

MANDATORY INFORMATION

VTA Number : _____

Siret : _____

INVOICE (to be filled in only if different from the business adress)

Address : _____

Post code : _____ City : _____ Country : _____

Name of the person in charge : _____

Tel : _____ mail : _____

LAYOUT

MUST BE RETURNED TO

STRASBOURG EVENEMENTS / Service Exposants
Place de Bordeaux – 67082 STRASBOURG Cedex
exposants@strasbourg-events.com

STAND

NAME: _____ NUMBER: _____ HALL: _____



In the absence of any specific instructions from you, connections (water, electricity, internet) will be installed, by default, at the corner of the stand or in the middle of the side or central partition for island stands.

Any changes in position requested after installation will be billed at €100 exc. tax.

PLEASE INDICATE THE POSITION OF THE ITEMS YOU ARE ORDERING IN A SMALL SKETCH

R	Storage + door (please indicate direction of opening)
E	Electricity box
P	Remote sockets under carpet with flat cables
I	Internet connection
- O - O - O -	Rail of LED
-----	Additional partition

[illegible]

To make sure the orientation is clear, please indicate where neighbouring stands are positioned.

ELECTRICITY AND LIGHTING ORDER

Additional requirements for FITTED STANDS or requirements for bare surfaces

Exhibitors are reminded that a 1 kW –6 A connection (electrical box with 2 sockets), per 9m² module is included for FITTED stands of which 70 watts are needed for the rail of LED

INFORMATION ON ELECTRICAL INSTALLATION

The fixed prices given below are set for the duration of the fair and include installation, rental, maintenance and dismantling the equipment made available. For any special installations, an estimate may be submitted for approval. All equipment remains the property of STRASBOURG EVENEMENTS and must be returned in good condition. Any missing or damaged material will be billed.

IMPORTANT NOTE

For each installation of sockets, lamps, etc. you must connect the required power for the various circuits. The connection panel must remain accessible at all times.

The electrical box switch is under your responsibility and must be switched off every evening when the exhibition closes.



ELECTRICITY AND LIGHTING ORDER

STAND

NAME: _____ NUMBER: _____ HALL : _____

The fixed prices given below are set for the duration of the fair and include installation, rental, maintenance and dismantling the equipment made available.

BASIC CONNECTION (consumption included)	cost per unit excluding tax in €	Quantity	TOTAL in € excl. tax
Single 3 kW connection + 2 single sockets on a 16 A panel	170,00		
Triple 10 kW connection + 3 single sockets on a 3 x 16 A panel	297,00		
Triple 20 kW connection with distribution on single+ triple 32A sockets (P17)	591,00		
Package change of electrical panel in case of power modification.	153,00		
LIGHTING INSTALLATION ONLY ON OUR STRUCTURES	cost per unit excluding tax in €	Quantity	TOTAL in € excl. tax
Rail LED 70w	78,00		
ADDITIONAL SOCKETS	cost per unit excluding tax in €	Quantity	TOTAL in € excl. tax
Single-phased 230 V electrical socket + earth 16 A maximum	37,00		
Triple-phased 380 V electrical socket + earth 16 A maximum	47,00		

GENERAL TOTAL € EXCL. TAX	
Increase of +20% from August 5th 2019 or +50% from August 25th 2019 to be added to the total.	

No orders may be accepted without being accompanied by payment or proof of payment.

Date of order:

Name: _____

Company stamp:

Signature:

ADDITIONAL EQUIPMENT

STAND

NAME: _____ NUMBER: _____ HALL : _____

In addition to a fitted stand.

ANY MODIFICATIONS TO THE BASIC FITTED STAND will be studied by our services and may or may not be accepted. Any on site changes will be subject to additional billing.

For any special installations, an estimate may be submitted for approval. All equipment remains the property of Strasbourg Evénements and must be returned in good condition. Any missing or damaged material will be billed.

STORAGE: You are responsible for your key to your storage unit. Exhibitors must come and pick up their storage unit key at reception. Strasbourg Evénements will not be held responsible if, when the event opens, the representatives on the stand do not have the key to their storage unit.

ADDITIONAL ARRANGEMENTS INCLUDING (rental, installation and removal) Only on our fitted stands and Premium / Essential packs	cost per unit excluding tax in €	Quantity	Total in € exc. tax
Storage unit, price per m2	185,00		
Standard sign, white background, blue lettering (58cm x 16cm)	28,00		
Branded flag with four-colour logo (58cm x 16cm)	48,00		
Frontal sign with four-colour logo (96cm x 28 cm)	59,00		
Tufted CARPET by m ² colours on request	From 12,00		
GENERAL TOTAL € EXCL. TAX			
Increase of +20% from August 5th 2019 or +50% from August 25th 2019 to be added to the total.			

No orders may be accepted without being accompanied by payment or proof of payment.

Date of order:

Name: _____

Company stamp:

Signature:

STAND PACK ORDER

STAND

NAME: _____ NUMBER: _____ HALL : _____

<p>ADDITIONAL EQUIPEMENT INCLUDING (rental, assembly and disassembly) <u>In addition to the fitted stands</u> this includes:</p> <ul style="list-style-type: none"> ▪ carpet, ▪ flag logo, ▪ partition, ▪ a 1kW electrical box per 9m² module ▪ a rail of LED per 9m² module 	<p>cost per unit excluding tax in € / per m²</p>	<p>Quantity</p>	<p>Total in € exc. tax</p>
<p>STAND PREMIUM 1m² storage area Red panel angle Frontal sign and red flag, white lettering Furniture:</p> <ul style="list-style-type: none"> ▪ 1 display stand ▪ 1 high bar ▪ 3 high stools ▪ 1 green plant 	<p>108,00€</p>	<p>_____m²</p>	
<p>STAND ESSENTIEL 1m² storage area Banner and green panels at each end Frontal sign and white flag with black lettering Furniture:</p> <ul style="list-style-type: none"> ▪ 1 display stand ▪ 1 high bar ▪ 4 high stools ▪ 1 reception desk ▪ 1 high stool 	<p>133,00€</p>	<p>_____m²</p>	
<p>GENERAL TOTAL € EXCL. TAX</p>			
<p>Increase of +20% from August 5th 2019 or +50% from August 25th 2019 to be added to the total.</p>			

No orders may be accepted without being accompanied by payment or proof of payment.

Date of order:

Name: _____

Company stamp:

Signature: _____

STAND SIGNAGE ORDER

STAND

NAME: _____ NUMBER: _____ HALL : _____

Remember that it is forbidden to nail, screw, drill or glue the partitions, banners and posts. Chain or hook fittings should be used.

Double sided adhesive must be removed by the exhibitor during dismantling. Failure to do so will be billed.

For us to print your signage, a "ready to print" visual or vector image must be provided **at least 30 days** before the start of the event.

Please ask us for technical specifications.

STAND DRESSING PACK



Modular partition covering 95 x 250cm – installation and dismantling included	192,00		
Large format covering on wooden frame 300 x 250cm – installation and dismantling included	720,00		
Large format suspended tarp coverage on 300 x 250cm partitions – installation and dismantling included – possibility of keeping the visual	570,00		
Large format woven canvas sewn onto an aluminium frame in position 300 x 250cm – installation and dismantling included	645,00		
Corner post dressing, 3mm thick signage – format 50 x 50 x 50cm – installation included	540,00		

GENERAL TOTAL € EXCL. TAX	
Increase of +20% from August 5th 2019 or +50% from August 25th 2019 to be added to the total.	

No orders may be accepted without being accompanied by payment or proof of payment.

Date of order:

Name: _____








Company stamp:

Signature: _____

FURNITURE ORDER 1/2

STAND



NAME: _____ NUMBER: _____ HALL : _____

FURNITURE PACK	QUANTITY	€	TOTAL
COMPLETE STAND – WHITE ONLY 1 high stool, 1 counter (H100, L100, D56cm), 1 table (H74, L70, D70cm), 3 chairs, 1 brochure stand, 1 green plant <i>Includes insurance and delivery to the stand</i> 		285,00	
RECEPTION – BLACK/ WHITE 2 high stools, 1 counter (H104, L80, D41cm) <i>Includes insurance and delivery to the stand</i> 		160,00	
WORKING RECEPTION – BLACK/ WHITE 3 chairs, 1 table (H78 – diam 80cm) <i>Includes insurance and delivery to the stand</i> 		75,00	
LOUNGE – BLACK/ GREY/ RED 2 armchairs, 1 side table (H43,L70, D70cm) <i>Includes insurance and delivery to the stand</i> 		250,00	
COMFORT RECEPTION – BLACK / WHITE 3 armchairs, 1 table (H75, diam 70cm) <i>Includes insurance and delivery to the stand</i> 		190,00	
MD BASIC – BLACK / WHITE 3 high stools, 1 high table (H116-diam 80cm) <i>Includes insurance and delivery to the stand</i> 		75,00	
MD CONFORT – stool COLOR: _____ 3 high stools, 1 high table (H116-diam70cm) <i>Includes insurance and delivery to the stand</i> 		190,00	

FURNITURE ORDER 2/2

STAND

NAME: _____ NUMBER: _____ HALL : _____

FURNITURE PACK	QUANTITY	€	TOTAL
STORAGE – Can be contained in a storage measuring 1m ² 1 fridge 140L 1 waste paper basket <i>Includes insurance and delivery to the stand</i> 		95,00	
STORAGE + - Can be contained in a storage measuring 2m ² <i>Includes insurance and delivery to the stand</i> 1 fridge 140L 1 coffee maker+ 100 pods+ cups + sugar portions+ stirrers+ cream portions 1 cabinet: L80 x P29 x H197 1 bin 1 coat rack 		410,00	

LINK TO THE CATALOGUE : [CLICK HERE](#)

DESIGNATION	COLOR	Cost per unit excluding tax in €	Quantity	TOTAL in € excl. tax

GENERAL TOTAL € EXCL. TAX (p20 + p21)	
Increase of +20% from August 5th 2019 or +50% from August 25th 2019 to be added to the total.	

No orders may be accepted without being accompanied by payment or proof of payment.

Date of order:

Name: _____

















Company stamp:

Signature:

FLORAL DECORATION ORDER 1/2

STAND




NAME: _____ NUMBER: _____ HALL : _____

FLORAL DECORATION PACK	COST PER UNIT EXCLUDING TAX	QUANTITY	TOTAL IN € EXCL. TAX
 <p>Ficus Danielle</p>  <p>Areca</p>		21,00	
<p>BASIC 1 plant + 1 floral arrangement Planter: WHITE / BLACK</p> <div>  <p>Ficus Danielle</p>  <p>Areca</p>  <p>Ficus Amstel King</p> </div> <p>+</p> <div>  <p>Orchidée</p>  <p>Anthurium</p>  <p>Seasonal classic</p> </div>		118,50	
<p>COMPLET 1 plant + 1 arrangement Planter: WHITE / BLACK</p> <div>  <p>FICUS AMSTEL KING</p>  <p>FICUS MOCLAME</p>  <p>PHOENIX ROBELINII</p>  <p>ARECA</p> </div> <p>+</p> <div>  <p>Orchidée, prêle, anthurium</p>  <p>Anthurium</p>  <p>Gerbera</p>  <p>Feuillage</p> </div>		135,00	

FLORAL DECORATION ORDER 2/2

STAND

NAME: _____ NUMBER: _____ HALL : _____

PLANT TRELLISES		COST PER UNIT EXCLUDING TAX	QUANTITY	TOTAL IN € EXCL. TAX
PLANT			357€	
PLANK			188€	
WOOD			180€	

LINK TO THE CATALOGUE : [CLICK HERE](#)

→ « Accès Client » Login: exposant / Password: 2019

DESIGNATION	COLOR	Cost per unit excluding tax in €	Quantity	TOTAL in € excl. tax

GENERAL TOTAL € EXCL. TAX (p22 + p23)	
Increase of +20% from August 5th 2019 or +50% from August 25th 2019 to be added to the total.	

No orders may be accepted without being accompanied by payment or proof of payment.

Date of order:

Name: _____

Company stamp:

Signature:

AUDIOVISUAL MATERIAL ORDER

STAND

NAME: _____ NUMBER: _____ HALL : _____

Get in touch for all specific requests: exposants@strasbourg-events.com

We remind exhibitors that IT equipment (property of Strasbourg Événements) is under their responsibility. The value of any missing or damaged material will be billed.

The fixed prices given below are set for the duration of the fair and include installation, rental, maintenance and dismantling of the equipment made available..

	P.U. HT en €	Quantité	TOTAL HT en €
Rental of LCD touch screen on a stand:*			
17"	201,00		
22"	362,00		
Rental of LCD screen on a stand:*			
22"	212,00		
24"	248,00		
Rental of large LCD/TV screen on a stand:*			
42"	456,00		
55"	617,00		
60"	824,00		
Rental of sound/lighting systems	Please enquire		

* For all other supports, please get in touch

What broadcasting sources?	What will it be used for?	When should it be installed? (client must be present, with their broadcasting source)
USB key / PC / DVD player Other:		Date...../..... at (time).....
USB key / PC / DVD player Other:		Data/..... at (time)

GENERAL TOTAL € EXCL. TAX

Increase of +20% from August 5th 2019 or +50% from August 25th 2019 to be added to the total.

No orders may be accepted without being accompanied by payment or proof of payment.

Date of order:

Name: _____

Company stamp:

Signature:

IT EQUIPMENT ORDER

STAND

NAME: _____ NUMBER: _____ HALL : _____

Get in touch for all specific requests: exposants@strasbourg-events.com

We remind exhibitors that IT equipment (property of Strasbourg Evénements) is under their responsibility. The value of any missing or damaged material will be billed.

The fixed prices given below are established for the duration of the fair and include installation, rental, maintenance and dismantling of the equipment made available.

	Cost per unit excluding tax in €	Quantity	TOTAL in € excl. tax
PC 22" screen, CD Rom reader, Windows, standard Office Pack (including Power Point)	192,00		
PC 15" portable screen, CD Rom reader, Windows, standard Office Pack (including Power Point)	152,00		
Android tablet + keyboard	136,00		
IPAD 32Go WIFI tablet	198,50		
10,1" - 32 Go tablet	119,00		
Tactile iPad (anti-theft) high base. 1m	135,00		
Internet - PC terminal "All in One" with 18" touch screen	838,00		
Rental of printer	On request		

What will it be used for?	When should it be installed? (client must be present)
	The...../..... at ...h....
	The...../.... at ...h....

GENERAL TOTAL € EXCL. TAX	
Increase of +20% from August 5th 2019 or +50% from August 25th 2019 to be added to the total.	

No orders may be accepted without being accompanied by payment or proof of payment.

Date of order:

Name: _____

Company stamp:

Signature:

INTERNET PRODUCTS ORDER

STAND

NAME: _____ **NUMBER:** _____ **HALL :** _____

The fixed prices given below are established for the duration of the fair and include installation, rental, maintenance and dismantling of the equipment made available.

DESCRIPTION	Cost per unit excluding tax in €	TOTAL in € excl. tax
WIFI Ticket 1 connection Speed limited to 5 Mbps per user. Edition of a ticket per device (by mac address) with an identifier and password	49,00	
WIFI Ticket 5 connections Speed limited to 5 Mbps per user. Edition of a ticket per device (by mac address) with an identifier and password	119,00	
Wifi Performance 50 connections Customization of the SSID with password, dedicated virtual network (VLAN), limited to 50 simultaneous connections, bandwidth of the VLAN limited to 50 Mbps.	299,00	
Wired access "Standard shared" Not guaranteed flow limited to 5 Mbps per user	190,00	
Wired access "Performance 10Mbps" Dedicated Virtual Network (VLAN). Bandwidth of VLAN limited to 10 Mbps.	290,00	
Wired access "Performance 20Mbps" Dedicated Virtual Network (VLAN). Bandwidth of VLAN limited to 20 Mbps.	399,00	
Wired access "Performance 30Mbps" Dedicated Virtual Network (VLAN). Bandwidth of VLAN limited to 30 Mbps.	535,00	
Wired access "Performance 40Mbps" Dedicated Virtual Network (VLAN). Bandwidth of VLAN limited to 40 Mbps.	665,00	
Wired access "Performance 50Mbps" Dedicated Virtual Network (VLAN). Bandwidth of VLAN limited to 50 Mbps.	780,00	
Package "Connection switch 4 network outlets" rental of a switch 4/5 ports and wiring included, <u>in addition</u> to wired access "Standard" or "Performance"	150,00	
Package "Connection on 8-socket network switch" Rental of a switch 8/9 ports and cabling included, <u>in addition</u> to wired access "Standard" or "Performance"	190,00	

You want to do demonstrations with a connected object(s) ?

YES

NO

GENERAL TOTAL € EXCL. TAX	
Increase of +20% from August 5th 2019 or +50% from August 25th 2019 to be added to the total.	

No orders may be accepted without being accompanied by payment or proof of payment.

Date of order:

Name: _____

Company stamp:

Signature:

CLEANING ORDER

STAND

NAME: _____ NUMBER: _____ HALL : _____

One cleaning per day before exhibition opening is included in the package of the fitted stands built by STRASBOURG EVENEMENTS. You can order complementary cleaning, i.e. vacuuming the floor, emptying wastepaper baskets and dusting counters and desks. This will be carried out every morning or evening and stands will be ready for the opening of the Fair.

Total surface area of the stand in m ² : _____	Price excl. tax per m ²	TOTAL in € excl. tax
Cleaning after installation and before opening (September 4th in the evening)	2,50	
Day 1 cleaning : September 5th at the end of the day	1,90	

GENERAL TOTAL € EXCL. TAX	
Increase of +20% from August 5th 2019 or +50% from August 25th 2019 to be added to the total.	

No orders may be accepted without being accompanied by payment or proof of payment.

Date of order:

Name: _____

Company stamp:

Signature:

MUST BE RETURNED TO

STRASBOURG EVENEMENTS / Service Exposants
Place de Bordeaux – 67082 STRASBOURG Cedex
exposants@strasbourg-events.com

SUMMARY ORDER FORM

STAND**NAME:** _____ **NUMBER:** _____ **HALL :** _____

Please remember that an increase in prices will be applied to all extra orders received after August 4th 2019. Send with the corresponding order forms and the location plan of your stand to exposants@strasbourg-events.com accompanied with payment or proof of payment, including tax. An invoice will be sent to you at a later date.

	AMOUNTS
Electricity and lighting order	
Additional equipments	
Stand pack order	
Signage order	
Furniture order and package offer	
Floral decoration order	
Audiovisual material order	
IT equipment order	
Internet products order	
Cleaning order	
GENERAL TOTAL IN € EXCL. TAX	
Increase of +20% from August 5th 2019 or +50% from August 25th 2019 to be added to the total.	
VAT 20 %	
GENERAL TOTAL IN € WITH TAX	

No orders may be accepted without being accompanied by payment or proof of payment.

Date of order:

Name: _____

Company stamp:

Signature:



PAYMENT METHOD

Please complete the table below and attach the SUMMARY of your ORDER for the STAND

No orders may be accepted without being accompanied by payment or proof of payment, including taxes

◆ CHEQUE payable to: STRASBOURG EVENEMENTS	
◆ BANK TRANSFER to STRASBOURG EVENEMENTS	
IBAN FR76 3008 7330 8000 0237 0130 101	BIC CMCIFRPP
Bank transfers must include the NAME OF THE EXHIBITOR and mention DRIVING SIMULATION CONFERENCE 2019	
<p>◆ BANK CARD</p> <p><input type="radio"/> Visa <input type="radio"/> Eurocard/Mastercard <input type="radio"/> American Express</p> <p>I authorise STRASBOURG EVÉNEMENTS to debit my card to the amount of: €.....</p> <p>Card number: Expiry date:</p> <p>Name on the card: Cryptogramme:</p>	
<p>VAT</p> <p>All foreign exhibitors who are subject to VAT in their own country have a VAT number: this number must be provided in order to provide a VAT-free invoice. Otherwise, VAT will be invoiced and may be recovered from the French tax authorities after the event.</p> <p>Direction des Résidents étrangers à l'Etranger et des Services Généraux Service Remboursement TVA: 10 rue du Centre, TSA 60015, 93465 Noisy-le-Grand, France - Tel. +33 1 57 33 84 00 - Fax +33 1 57 33 84 77</p>	

For any total or partial cancellation of order by the customer intervening less than 30 calendar days before the 1st day of the installation / assembly / delivery / service, the amount of the order will remain entirely due by the customer.

THE EXHIBITORS' SERVICE

Elodie IGERSCHEIM

+33 (0)3 88 37 21 55

Amélie LOUSSERT

+33 (0)3 88 37 21 15

Strasbourg Evénements

Place de Bordeaux – FR 67082 STRASBOURG CEDEX

E-mail : exposants@strasbourg-events.com