

EXHIBITOR'S ORDER LIST

Official Supplier: PROELECTRO LTD

Stand Construction, Furniture, Power & Lighting, Flooring, Plant Hire etc.

EXHIBITION: 40th Annual Meeting of the European Society of Paediatric Infectious Diseases - ESPID 2022)

VENUE: MEGARON ICC, Athens Greece

DATES: 9-13 of May 2022

FORM DUE: 20th of March 2022

Main office & ware house: Theodora 10A, Metamorfosi, Athens, GR-14452

Branch office & warehouse northern Greece: Kallitheas ave 6-8, Thessaloniki, GR-54629

Website: www.proelectro.gr www.prointeractive.gr www.procraft.gr



OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEMS CERTIFICATION

Tel. +30.213.002.0750

Fax. +30.213.002.0767

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BOOTH PACKAGE ORDER FORM
FORM DUE: 20th March '22

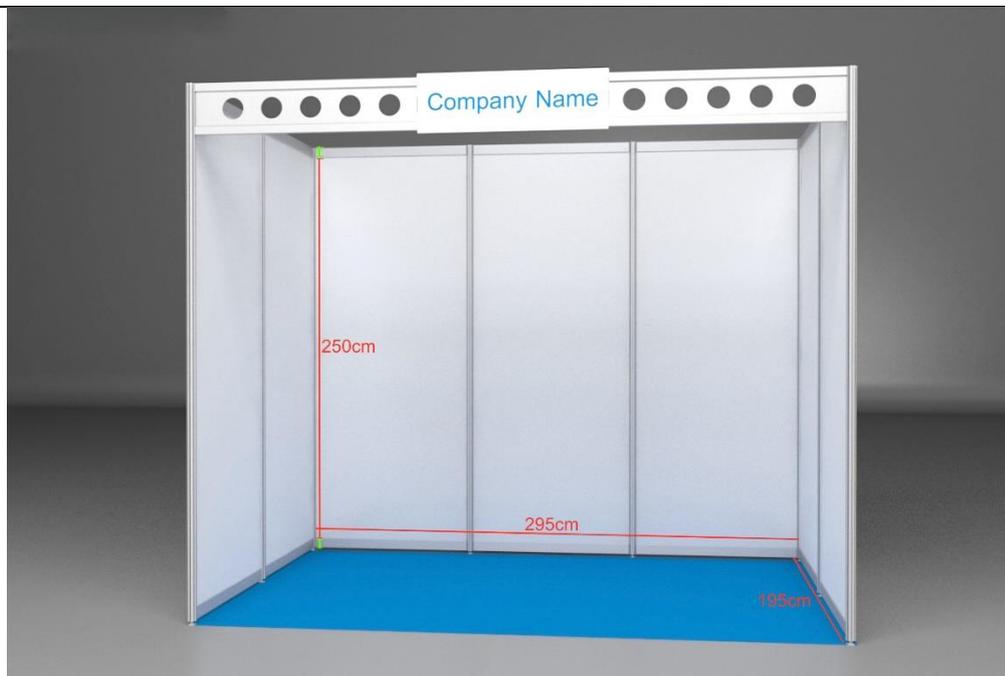
Prices include installation, dismantle, transportation to/from the congress venue

Company title: _____	Contact Name: _____
Email: _____	Phone: _____
Address: _____	Stand Number: _____
Country: _____	Vat Id Number: _____

A. BASIC BOOTH PACKAGE
The standard package includes:

- Construction of booth from aluminum frames, color silver, H2500mm, stand wall partitions from melamine
- Fascia from aluminum profile
- Placement of self-adhesive capital letters with company name and stand number in black color and white background on front fascia dim 1.00mx0,25m - **Please advise the name to be printed**
- Spotlights
- Grey carpet
- 1 socket for **0,5 KW & 1 multiplug**

ENTER THE FULL NAME OF YOUR COMPANY THE WAY YOU WISH FOR IT TO APPEAR ON YOUR BOOTH BELOW (USE CAPITAL BLOCK LETTERS)


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BOOTH PRINTINGS ORDER FORM
FORM DUE: 20th March '22

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B. BACKWALL PRINTING

BOOTH BACKWALL PRINTINGS	QUANTITY	COST	TOTAL
Seamless Booth Printings. Printing on Forex 10mm Printing on Forex 10mm will be placed on entire booth producing high end look, Prices include installation, consumables, 3D		230 € per panel (100X250 cm) OR 100 € per m²	

C. ADDITIONAL PRINTING OF FASCIA NAME BOARDS

We may provide you with the following, so that you may either upgrade to a colour logo of your company name or so that you may add fascia name boards on 1 or 2 sides of open booths.

BOOTH FASCIA PRINTINGS	DESCRIPTION	QUANTITY	COST	TOTAL
Upgrade from basic to 4-color logo	PVC Sticker Dimensions: W1mXH.25m		30 €	
Extra fascia 1m for side of open booth with 4-color logo included.	Printing on 10mm Forex Dimensions: W1mXH.25m		50 €	
Fascia printing for 3m length	Printing on 10mm Forex Dimensions: W3mXH.25m		90 €	
Fascia printing for 6m length	Printing on 10mm Forex Dimensions: W6mXH.25m		180 €	

D. OPEN SIDED BOOTHS

IMPORTANT INFORMATION		
If you have a corner booth, please state if you wish to have open or closed sides by circling yes or no . If you do not send us your preferred choice, the sides will remain open. Should you wish to make any changes on the sides <u>during the setup</u> of the congress, an additional cost of 150 € per side will be charged.	YES <i>If yes, please also circle which side you want open:</i> BOTH LEFT RIGHT	NO

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**IMPORTANT INFORMATION ON HOW TO SEND FILES
 DEADLINES FOR PRINTS & INQUIRIES REGARDING FILES**
Files should be sent in the following format:

- Open editable files, with text converted to outlines, CMYK color mode
- Preferred vectors (outlines or converted to curves)
- Accepted formats: .pdf, .ai, .psd cs4 version, .eps,
- Any photos included must be real size minimum 100dpi.
- All graphics vector or raster must be saved in real size dimensions (Size 1:1 min).
- **Deadline for prints:** **45 days PRIOR CONGRESS**
- **For inquiries please contact:** Mr. Antony Tzanoudakis
- **Tel. number:** +302130020750
- **Files should be emailed to:** info@proelectro.gr

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POWER SUPPLY ORDER FORM
FORM DUE: 20th March '22

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Email: _____	Phone: _____
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E. INSTALLATION OF ADDITIONAL POWER SUPPLY FOR LOADS OVER 0,5 KW
Mandatory to ALL exhibitors

COST PER ADDITIONAL 500WATT	QUANTITY OF EXTRA 500WATT REQUIRED	TOTAL COST
40 €	 €

 For Power supply, up to 4 KW **NO** electrical switch board or supply cable is necessary.

 For over 4KW power supply cables are **mandatory** and are provided only by Proelectro.

For electrical switch boards, you may bring your own, or you may request it from Proelectro

F. DISTRIBUTION FOR BOOTHS USING OVER 4KW OF POWER SUPPLY

PLEASE INFORM US IF YOU ARE INSTALLING YOUR OWN ELECTRICAL SWITCH BOARD (choose one reply only)	YES <input type="checkbox"/>	See section "F-2"
	NO <input type="checkbox"/>	See section "F-1" & "F-2"

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F. RENTAL OF ADDITIONAL ELECTRICAL SUPPLY AND 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
F-1. RENTAL OF SWITCH BOARDS

	DESCRIPTION	QUANTITY	PRICE PER ITEM	TOTAL PRICE
3X16A	220 - 380V 3~ 3KW PER PHASE		250 €	
3X20A	220 - 380V 3~ 4KW PER PHASE		280 €	
3X25A	220 - 380V 3~ 5KW PER PHASE		300 €	
3X35A	220 - 380V 3~ 6KW PER PHASE		330 €	
3X50A	220 - 380V 3~ 8KW PER PHASE		500 €	
3X63A	220 - 380V 3~ 9KW PER PHASE		600 €	
3X80A	220 - 380V 3~ 11KW PER PHASE		800 €	
3X100A	220 - 380V 3~ 13KW PER PHASE		1500 €	

It is mandatory through PROELECTRO to choose one of the following power supply cables
F-2. RENTAL OF POWER SUPPLY CABLES FOR SWITCH BOARDS

	DESCRIPTION	QUANTITY	PRICE PER ITEM	TOTAL PRICE
16A 5X2.5mm	220 - 380V 3~ 3KW PER PHASE		90 €	
20A 5X4mm	220 - 380V 3~ 4KW PER PHASE		110 €	
25A 5X5mm	220 - 380V 3~ 5KW PER PHASE		120 €	
32A 5x10mm	220 - 380V 3~ 6KW PER PHASE		280 €	
50A 5X16mm	220 - 380V 3~ 8KW PER PHASE		420 €	
63A 5X25mm	220 - 380V 3~ 9KW PER PHASE		550 €	
80A 5X35mm	220 - 380V 3~ 11KW PER PHASE		680 €	
100A 5X50mm	220 - 380V 3~ 13KW PER PHASE		860 €	

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ELECTRICAL ACCESSORIES ORDER FORM
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G. ELECTRICAL ACCESSORIES

DESCRIPTION		QUANTITY	PRICE PER ITEM	TOTAL PRICE
SPOTLIGHT	100W		20 €	
LED	A.21W B.60W C.80W LED (CIRCLE ONE CHOICE)		A.30 €, B.60 €, C.90€	
FLOODLIGHT	150W IODINE		40 €	
FLOODLIGHT	500W IODINE		60 €	
FLOODLIGHT	150W HQI		100 €	
FLOODLIGHT	400W HQI		190 €	
FLOODLIGHT	500W HQL		260 €	
MULTI SOCKET	3 PLUGS		20 €	

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FURNITURE LIST ORDER FORM
FORM DUE: 20th March '22

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H. FURNITURE LIST
MORE FURNITURE AVAILABLE ON REQUEST.
SHOULD YOU HAVE A PARTICULAR REQUEST PLEASE SEND US AN EMAIL AT info@proelectro.gr

CODE	DESCRIPTION	PRICE € EURO	QTY	TOTAL
S1	STOOL BLACK	85 €		
S2	STOOL WHITE	85 €		
S3	STAINLESS STOOL / WHITE LEATHER	55 €		
S5	STOOL SILVER	65 €		
S6	STOOL RED	65 €		
S8	STOOL BLACK	65 €		
S9	STOOL BLUE	65 €		
S10	STOOL HIGH BACK BLUE	65 €		
S12	STOOL HIGH BACK ORANGE	65 €		
S13	STOOL BLACK	55 €		
S15	STOOL / WHITE LEATHER, LOW W/ WGEELS	45 €		
S16	STOOL WHITE LEATHER	65 €		
CR04	GHOST ARMCHAIR	105 €		
CR05	GHOST CHAIR	100 €		
CR03	PLASTIC CHAIR WHITE – NICKEL FRAME	70 €		
CR06	CHIAVARI CHAIR WHITE WITH WHITE LEATHER SEAT	50 €		
CR06S	CHIAVARI CHAIR SILVER WITH WHITE LEATHER SEAT	50 €		
CR02	FOLDING CHAIR PLASTIC, WHITE OR BLACK COLOUR	25 €		
CR09	CHAIR BLACK WITH Arm	55 €		
CR10	CHAIR BLACK	45 €		
CR11	DESK ARMCHAIR	110 €		

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CR12	DESK ARMCHAIR	110 €		
CR13	WHITE LEATHER ARMCHAIR	250 €		
CR14	WHITE LEATHER ARMCHAIR	250 €		
CR15	WHITE LEATHER ARMCHAIR	250 €		
CH09	2-SEATER WHITE COUCH	450 €		
CH10	COUCH CORNER PIECE / WHITE (<i>other colors available upon request</i>) PER PIECE – PER CORNER	225 €		
CH10A	EXTRA PIECE ADD ON (IN BETWEEN) COUCH: WHITE	200 €		
CH11	COUCH CORNER PIECE / BLACK (<i>other colors available upon request</i>) PER PIECE – PER CORNER	225 €		
CH11A	EXTRA PIECE ADD ON (IN BETWEEN) COUCH: BLACK	200 €		
TP2	GLASS TABLETOP R100	190 €		
TP18	WOOD TOP TABLE	150 €		
TP3	GLASS TOP BAR TABLE R70	120 €		
TP4	WHITE TOP BAR TABLE R60	100 €		
TP5	CRYSTAL TABLETOP R60	100 €		
TP9	FROSTED GLASS COFFEE TABLE / LONG	180 €		
TP10	BLACK GLASS COFFEE TABLE / LONG	180 €		
TP8	FROSTED GLASS COFFEE TABLE / SHORT	150 €		
TP14	GLASS COFFEE TABLE	150 €		
G9	WOOD TABLETOP WITH TABLE CLOTH (black, blue or white)	100 €		
G10	ROUND TABLE PLYWOOD R120-R150-R180	150 €		

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TPA 01	WHITE PLEXI GLASS BOX TABLE ILLUMINATED – 100 X 30 X H.60 cm	250 €		
TPA 02	WHITE PLEXI GLASS BOT TABLE ILLUMINATED – 80X50X H.50 cm	200 €		
TPA 03	WHITE PLEXI GLASS CYLINDER TABLE ILLUMINATED 60XH.60 cm	280 €		
TPA 04	WHITE PLEXI GLASS OVAL TABLE ILLUMINATED 75X45X H.47,5 cm	2800 €		
TP 13	PLEXI GLASS HIGH TABLE ILLUMINATED 75X45X H.108 cm	250 €		
TP 13B	BLACK PLEXI GLASS HIGH TABLE ILLUMINATED 75X45X H.108 cm	280 €		
TP16	PLEXI TABLE WITH LIGHT r60 X H.102 cm	250 €		
TP17	PLEXI TABLE WITH LIGHT r60 X H55,55 cm	230 €		
TP12	PLEXI TABLE WITH LIGHT r70 x H.106,5 cm	230 €		
G7	GRAY/GRAPHITE TOP TABLE – MEROFORM STRUCTURE	180 €		
G8	WHITE TOP TABLE – MEROFORM STRUCTURE	180 €		
G8-B	WHITE TOP TABLE – CLOSED FROM 3 SIDES – MEROFORM STRUCTURE	250 €		
SH01	SHOWCASE & STORAGE LOCKABLE SHORT	220 €		
SH02	GLASS SHOWCASE LOCKABLE	220 €		
SH03	SHOWCARE & STORAGE LOCKABLE TALL	280 €		
ST01	LOCKABLE CABINET/GREY	150 €		
ST02	DRAWER CABINET LOCKABLE	80 €		
ST03	LOCKABLE LOCKERS	UPON REQUEST		
ST05	SHOWCASE & STORAGE GLASS TOP	300 €		
ST06	MEROFORM STRUCTURE SHELVES	180 €		

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SH04	GLASS SHOWCASE TALL 50X50X H.160 cm	180 €		
SH06	SHOWCASE WITH LOCKABLE STORAGE AND GLASS TOP	450 €		
R21	RECEPTION WITH LOCKABLE STORAGE – RGB LED LIGHT	220 €		
R20	RECEPTION WITH PLEXIO GLASS SHOWCASE & LOCKABLE STORAGE	260 €		
R13	RECEPTION OVAL WITH STORAGE	450 €		
R4	RECEPTION WITH STORAGE	220 €		
R5	RECEPTION WITH STORAGE	350 €		
R6	RECEPTION WITH STORAGE	320 €		
R7	RECEPTION WITH LOCKABLE STORAGE	350 €		
R8	RECEPTION	350 €		
R9	RECEPTION WITH LOCKABLE STORAGE	350 €		
R10	RECEPTION WITH LOCKABLE STORAGE	350 €		
R11	RECEPTION WITH STORAGE	350 €		
R16	RECEPTION OVAL WITH SHELVE AND STORAGE	250 €		
R17	RECEPTION WITH STORAGE	280 €		
R14	LIGHT BOX WITH LOCKABLE STORAGE	220 €		
R1	RECEPTION WITH SHELF	200 €		
R2	RECEPTION WITH PLEXI TOP, INNER SHELVES &LED RGB LIGHTING	400 €		
R15	RECEPTION WHITE MEROFORM STRUCTURE	150 €		
	PRINTINGS ON THE MEROFORM RECEPTION	100 €		
PLX-1	CLEAR PLEXI GLASS EXHIBITION CASE .40x.40	80 €		
FGI 2	FREEZER WHITE TOP OPEN CRYSTAL DOOR	300 €		
FGI 3	FREEZER WHITE TOP SLIDE FROSTED DOOR	300 €		
FGI 1	WHITE REFRIGERATOR	150 €		
R10	AIR BLOWER	UPON REQUEST		
R11	DEHUMIDIFIER	UPON REQUEST		

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		Upon request		
R12	CLINICAL BED			
BD 2	ALUMINUM / PLEXI GLASS BROCHURE STAND – TWO SIDED	100 €		
BD 5	ALUMINUM / PLEXI GLASS BROCHURE STAND	100 €		
BD 1	BROCHURE STAND – A4	110 €		
BD 3	BROCHURE STAND ONE SIDED A4 PLEXI GLASS	95 €		
BD 4	BROCHURE STAND ONE SIDED A4 METALIC	95 €		
RS01	ROPE SEPARATORS	70 €		
NS 1	NESPRESSO ZENIUS COFFEE MACHINE	250 €		
NS 2	NESPRESSOO COFFEE CAPSULES 150 CAPSULES	100 €		
NS3	CUPS, SUGARS, STIRRERS 150 ITEMS	80 €		
W1	WATERCOOLER	150 €		
W2	WATER BOTTLE	125 €		
C1	COAT RACK	30 €		
GB1	GARBAGE BIN PLASTIC	15 €		
GB2	GARBAGE BINS 100L	100 €		
GB3	GARBAGE BINS 60L	80 €		
FPC 1	FLIP CHART BOARD	120 €		
FPC 2	FLIP CHART PAPER	35 €		
	SIGNAGE ROLL UP BANNER – 84X200 cm	190 €		
	HOSTESSES	UPON REQUEST		
	Internet dedicated line	UPON REQUEST		

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I. A/V EQUIPMENT
MORE A/V EQUIPMENT AVAILABLE ON REQUEST.
SHOULD YOU HAVE A PARTICULAR REQUEST PLEASE SEND US AN EMAIL AT info@proelectro.gr

Laptop – <i>cost depending on specs required for the laptop</i>	Cost <i>from</i> 240 €		
TV 42" HD	400 €		
TV 60" HD	600 €		
TV 72-79" UHD 4K	1100 €		
TV 82-86" UHD 4K	1500 €		
TV Base floor-stand	80 €		
Wall-mounted base for TV	100 €		
Ipad Air wi-fi (9,7" IOS7)	200 €		
MULTI TOUCH SCREENS 47"-60"	UPON REQUEST		
MULTI TOUCH (IR TOUCH) SCREEN 55"	UPON REQUEST		
STAND WITH 21" ALL-IN-ONE PC WITH TOUCH SCREEN	UPON REQUEST		
STAND WITH 47" TOUCH SCREEN 110X65X H.115 cm	UPON REQUEST		
STAND WITH 47" TOUCH SCREEN 110X65X H.142 cm	UPON REQUEST		
Printer laser (B/W or colored)	UPON REQUEST		
MANPOWER, ELECTRICIANS OR OTHER (FILL OUT SPECIAL SECTION L BELOW)	UPON REQUEST		
VIDEOTAPING – PHOTOGRAPHER (FILL OUT SPECIAL SECTION L BELOW)	UPON REQUEST		
CARPET: SPECIFY CODE FROM LIST OF ACCESSORIES: _____	10 € per m2		

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SPECIAL REQUESTS ORDER FORM**FORM DUE: 20th March '22***Prices include installation, dismantle, transportation to/from the congress venue*

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J. SPECIAL REQUESTS SECTION – Prices quoted on request**FLOWERS:** Please advise if you have a special request for your booth and/or your satellite**PRINTINGS:** Should you require to print invites, inserts etc. please send us your request including details and/or pdf file for quotation**CUSTOM BOOTH OR OTHER CONSTRUCTIONS:** Please specify your requirements for construction or design quotation, printings, carpet installations, electronics etc.**SPECIAL LIGHTING, MOVING HEADS, GOBOS, ETC:** Please specify your requirements**AUDIOVISUAL:** Please specify your requirements i.e., macs, plasma TV 84" or video wall HD, projectors, laptops, etc.**Main office & ware house:** Theodora 10A, Metamorfofi, Athens, GR-14452**Branch office & warehouse northern Greece:** Kallitheas ave 6-8, Thessaloniki, GR-54629**Website:** www.proelectro.gr www.prointeractive.gr www.procraft.gr**Tel.** +30.213.002.0750**Fax.** +30.213.002.0767

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VIDEOTAPING – PHOTOGRAPHER: Please send us your requirements i.e. dates, times, etc.**IT:** Please specify your requirements**UPS, DC/AC STABILIZERS, TRANSFORMERS:** Please specify your requirements**Main office & ware house:** Theodora 10A, Metamorfofi, Athens, GR-14452**Branch office & warehouse northern Greece:** Kallitheas ave 6-8, Thessaloniki, GR-54629**Website:** www.proelectro.gr www.prointeractive.gr www.procraft.gr**Tel.** +30.213.002.0750**Fax.** +30.213.002.0767

TOTAL RENTAL COST - SIGNATURE OF ACCEPTANCE**FORM DUE: 20th March '22***Prices include installation, dismantle, transportation to/from the congress venue*

TOTAL COST OF SERVICES: <i>Please add all the above services</i>	€
V.A.T. 24% (Value Added tax): <i>Above prices do not include 24% VAT For EU countries, no vat applies</i>	€
TOTAL COST INCLUDING VAT 24%	€

Please send your request, filling out the below mandatory information

Attention of: Panayiotis Evripidou	Tel. +30 213 0020750
	Email. info@proelectro.gr

COMPANY INVOICING DETAILS

Exact Company title (for invoicing)	Stand No. or Hall/Room name
Contact Person.	Phone Number
Full billing Address	VAT number (mandatory).
Company stamp	Signature of acceptance

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PAYMENT POLICIES & TYPES OF PAYMENT
FORM DUE: 20th March '22
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PAYMENT POLICIES – DETAILS

1st DEPOSIT:	Upon confirmation of services a 50% deposit is required no later than 3 months Prior the event
2nd DEPOSIT:	Plus 40% deposit is required 2 months prior the event
FINAL PAYMENT	1 month prior to the congress the full amount is required to be deposited
ON SITE REQUESTS:	Any additional on-site requests must be paid during the congress upon service acceptance

TYPES OF PAYMENT: BANK TRANSFER OR CREDIT CARD
PAYMENT BY BANK TRANSFER:

BANK NAME:	ALPHA BANK
BANK ADDRESS:	MESOGIION AVENUE 493, AG. PARASKEVI
IBAN:	GR 65 0140 2090 2090 0233 0000
SWIFT ADDRESS:	CRBAGRAA
ACCOUNT NAME:	PROELECTRO LTD

PAYMENT BY CREDIT CARD:

You may also pay by credit card. Please enter our SECURE website www.proelectro.gr/bank and follow online instructions on how to pay by credit card. VISA, MASTERCARD OR AMERICAN EXPRESS is accepted. A 2,5% (VI/MC) & 3,5% (AMEX) service fee will apply to the total charge.

Note. PROELECTRO reserves the right to deny services should above deposits are not respected.

Main office & ware house: Theodora 10A, Metamorfofi, Athens, GR-14452

Branch office & warehouse northern Greece: Kallitheas ave 6-8, Thessaloniki, GR-54629

Website: www.proelectro.gr www.prointeractive.gr www.procraft.gr



OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEMS CERTIFICATION

Tel. +30.213.002.0750

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CONFIRMATION OF SERVICES DEADLINES – CANCELLATION POLICIES
FORM DUE: 20th March '22
Prices include installation, dismantle, transportation to/from the congress venue

Company title: _____	Contact Name: _____
Email: _____	Phone: _____
Address: _____	Stand Number: _____
Country: _____	Vat Id Number: _____

CANCELLATION OF SERVICES

2,5 months before the set-up of the congress	No cancellation penalties will apply
2 months before the set-up of the congress	50 % will not be refunded
1 month before the set-up of the congress	80 % will not be refunded
20 days before the set-up of the congress	No refunds will we possible

CONFIRMATION OF SERVICES - DEADLINES

Up to 45 days before the set-up of the congress	Prices remain the same
45-16 days before the set-up of the congress	Above prices increase 15%
15-6 days before the set-up of the congress	Above prices increase 25%
From 5 days before the set-up of the congress	Above prices increase 50%

Note. The above deadlines have been set to ensure the best possible service to all exhibitors

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