

Dear Exhibitor,

Welcome to A-Booth's manual for European Robotics Forum from June 28th till June 30th, 2022 in Rotterdam Ahoy Convention Centre. We are pleased that the organizers have asked A-Booth exhibition services to set up this manual, covering all the major points related to your participation at the exhibition. It is also designed to give you the opportunity to place orders to modify and upgrade your booth, to make your exhibition a real success. You are only a few steps away from a well prepared and enjoyable exhibition participation.

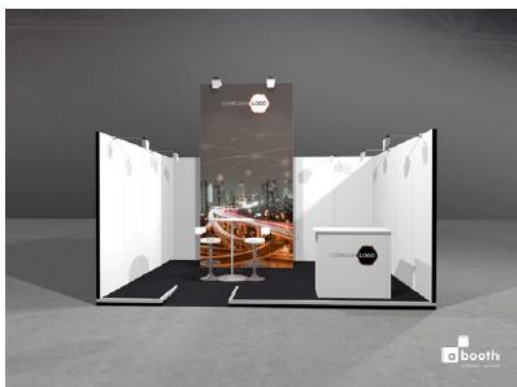
Important price and order policy

- A-Booth can offer early bird price for orders placed before **13th of June, 2022**. After this date we unfortunately have to charge regular prices (20% surplus);
- Orders placed before the **14th of June, 2022** can be guaranteed. After this date A-Booth cannot guarantee that requested items are available;
- All prices mentioned are on a rental basis, and unless mentioned differently, for the full exhibition period;
- Extra required manpower or assistance on location based on your request or orders can be requested in time blocks with a minimum of four hours;
- All prices mentioned in this manual pr on request are 21% VAT excluded. For exhibitors based outside the Netherlands no VAT will be calculated if A-Booth exhibition services is provided with their national VAT number;
- More information can be found at the end of this manual under terms and conditions.

What is included in your booth?

- Confirmed m2 as in your sponsor or exhibitor contract;
- Backwall elements of 100 x 250 cm (w x h) depending on your confirmed space;
- 1 kw main connection incl. a trio or double wall socket;
- Carpet.

A-Booth offers various services, ranging from stands, to rigging service, etc. A-Booth build stands in all different shapes, uniformly or fully furnished according to your wishes. And to completely unburden you, we can also help with the stand design of your booth.



We hope that you find this brochure useful and wish you every success with your exhibition preparations. Please do not hesitate to contact us if you have any questions, we are always ready to help you!

Coversheet

We kindly ask your attention for the following: if you would like to make an (additional) order for the construction, furnishing or decoration of your stand at the ERF2022, **please complete this form with the requested information, choose your method of payment and send it as a coversheet along with your order forms.**

If we do not receive the fully completed coversheet, the order cannot be executed.

Company Name _____ Stand Number _____

Contact Person _____

Address _____

Zip Code and City _____

Phone Number _____ Fax Number _____

Email Address _____

Invoice Address (if aberrant) _____

Zip Code and City _____

National VAT Number _____

Method of payment:

Bank (after receiving an invoice/ order confirmation)

Creditcard *):

American Express

Visa

Eurocard/Mastercard

Name on card
Number
CVC code (backside card)
Expire date

*) When choosing credit card as method of payment the total order amount will be raised with 6% administration fee.

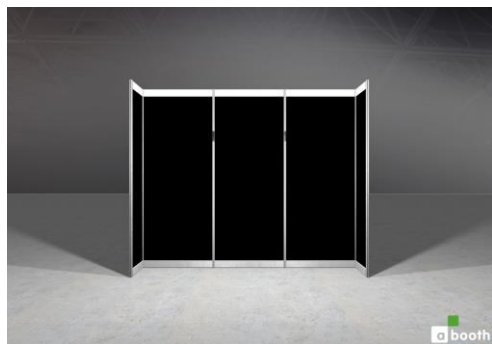
Date:	Signature:
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Stand construction:

Front stand (impression)

Corner stand (impression)

Row stand(impression)



Shell system

- To prevent damage to the walls of your stand, it is not possible to stick items on the walls with your own tape. Screwing and drilling is also not allowed.
- A-Booth provides Tesa tapes with which posters a similar can be attached to the walls. Afterwards, this can be removed without any damage to the walls.

Electricity

- Three-phase electricity/power is included (1 kw main connection incl. a trio or double wall socket)
- All extra power (CEE) requests must go via Lucienne Dado. Please send an e-mail to Lucienne.dado@eu-robotics.net

Internet

Rotterdam Ahoy offers free of charge, super-fast WIFI network using the “High end” WIFI access points of Extreme Networks, known worldwide for stable and fast WIFI networks.

Properties Ahoy WIFI	Safety
<ul style="list-style-type: none"> • The Extreme Network Access points are able to use 2.4 and 5.0 GHZ bandwidth. • They have a capacity till 1024 connections, each Access point • Speeds till 150 Mbps are possible, up and down. • Up to 16 SSID's can be installed, per Access point • 21.000 people can connect at the same time in Ahoy. 	<ul style="list-style-type: none"> • WPA3 security • L2-L7 DPI firewall support • PPSK support (private pre-shared key) • WIFI 6 Technology • The Ahoy WIFI is compliant with the following IEEE standards: 802.11d, 802.11h, 802.11k, • 802.11r, 802.11v, EAP SIM











If a direct internet connection for the stand is desired, you can purchase this directly from AHOY's ICT services via <https://webshop.ahoy.nl/>

Early bird prices are available till the 13th of June 2022

After this date we unfortunately have to charge our regular prices (20% surcharge on the early bird price)

ALWAYS PRESENT YOUR ORDER FORM ALONG WITH A FULLY COMPLETED COVERSHEET

Please email the completed forms to jasper@a-booth.nl







Exhibitor:		Stand Number:	
Furniture			
 <p>SPECIAL OFFER</p>	<p><i>Furniture package Low Table and 2 chairs (white or black)</i></p> <p>Early bird price € 97,90</p>	 <p>SPECIAL OFFER</p>	<p><i>Furniture package High Bartable and 2 barstools (white or black)</i></p> <p>Early bird price € 142,80</p>
	<p>Quantity: *Colour: White/ Black</p>		<p>Quantity: *Colour: White/ Black</p>
	<p><i>Chair Asti</i></p> <p>Early bird price € 21,75</p>		<p><i>Round table 75 cm high diameter 80 cm</i></p> <p>Early bird price € 54,50</p>
	<p>Quantity:</p>		<p>Quantity: *Colour: White/ Black</p>
	<p><i>Barstool Patti</i></p> <p>Early bird price € 31,90</p>		<p><i>Bar table 110 cm high diameter 80 cm</i></p> <p>Early bird price € 79,00</p>
	<p>Quantity: *Colour: White/ Black</p>		<p>Quantity: *Colour: White/ Black</p>
	<p><i>Table 80x80x70 cm</i></p> <p>Early bird price € 58,00</p>		<p><i>Table 195x80x75 cm</i></p> <p>Early bird price € 107,50</p>
	<p>Quantity: *Colour: White/ Black</p>		<p>Quantity: *Colour: White/ Black</p>
	<p><i>Counter white with lockable doors and 1 shelf 100x50x100 cm high</i></p> <p>Early bird price € 135,00</p>	 <p>SPECIAL OFFER</p>	<p><i>Furniture package low table and 2 barstools (white or black)</i></p> <p>Early bird price € 151,00</p>
	<p>Quantity:</p>		<p>Quantity: *Colour: White/ Black</p>
Date:		Signature:	

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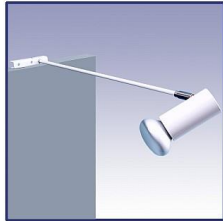


Exhibitor:		Stand Number:	
Furniture			
	Furniture package Low Table and 4 chairs Black Early bird price € 580,00		Furniture package Low Table and 2 chairs Black Early bird price € 190,00
	Quantity:		Quantity:
	Table 300 x 110 x 80 cm Early bird price € 305,00		Chair Africa, black Early bird price € 72,50
	Quantity:		Quantity:
	Table 157 x 110 x 80 cm Early bird price € 132,50		Chair Uni, black Early bird price € 30,00
	Quantity:		Quantity:
Date:		Signature:	

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Exhibitor		Stand number:	
Decoration			
	<p>*Full colour printed backdrop into stand</p> <p><i>Price includes frame and fabric</i></p> <p>Early bird price per linear meter € 175,00</p>		<p>Pendelspot LED (10,5W)</p> <p>Early bird price € 37,50</p>
	<p>Quantity:</p>		<p>Quantity:</p>
	<p>Plasma screen 46 inch on standard</p> <p>* standard with HDMI and USB input. If another connection is desired, state this on the form.</p> <p>Early bird price € 555,00</p>		<p>Plasma screen 65 inch on standard</p> <p>* standard with HDMI and USB input. If another connection is desired, state this on the form.</p> <p>Early bird price € 735,00</p>
	<p>Quantity:</p>		<p>Quantity:</p>
Date:		Signature:	

Artwork

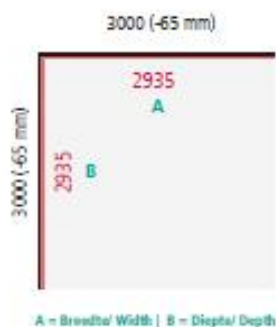
For the delivery of artwork in your booth, please check the delivery specifications below and contact us at jasper@a-booth.nl



Afmeting wand A x 2500 mm
Framemaat (printmaat) A -30 x 2470 mm

Wall size A x 2500 mm
Frame size (print size) A -30 x 2470 mm

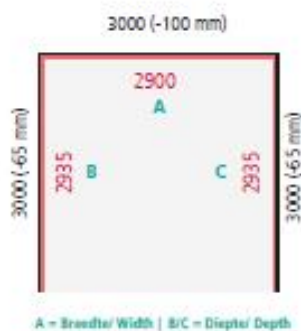
Voorbeeld/Example
Wand/Wall A = 2000 mm, frame = 1970 mm
Wand/Wall A = 3000 mm, frame = 2970 mm
Wand/Wall A = 4000 mm, frame = 3970 mm
Wand/Wall A = 5000 mm, frame = 4970 mm



Afmeting wand A x 2500 mm
Framemaat (printmaat) A -65 x 2470 mm

Wall size A x 2500 mm
Frame size (print size) A -65 x 2470 mm

Voorbeeld/Example
Wand/Wall A/B = 2000 mm, frame = 1935 mm
Wand/Wall A/B = 3000 mm, frame = 2935 mm
Wand/Wall A/B = 4000 mm, frame = 3935 mm
Wand/Wall A/B = 5000 mm, frame = 4935 mm



Afmeting wand A x 2500 mm
Framemaat (printmaat) A -100 x 2470 mm

Voorbeeld/Example
Wand/Wall A, B = 2000 mm, frame = 1900 mm
Wand/Wall A, B = 3000 mm, frame = 2900 mm
Wand/Wall A, B = 4000 mm, frame = 3900 mm
Wand/Wall A, B = 5000 mm, frame = 4900 mm

Wall size B or C x 2500 mm
Frame size (print size) B or C -65 x 2470 mm

Voorbeeld/Example
Wand/Wall A, B = 2000 mm, frame = 1935 mm
Wand/Wall A, B = 3000 mm, frame = 2935 mm
Wand/Wall A, B = 4000 mm, frame = 3935 mm
Wand/Wall A, B = 5000 mm, frame = 4935 mm

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ALWAYS PRESENT YOUR ORDER FORM ALONG WITH A FULLY COMPLETED COVERSHEET

Please email the completed forms to jasper@a-booth.nl

Exhibitor:

Stand Number:

Do you wish to have a look at our complete assortment, have a look at our catalogue and place your order below.

Number	Codename or -number	Description	Order amount

Date:

Signature:

The following conditions are applicable to your order(s):

- The order coversheet must always be filled in completely and after being dated and undersigned be send to A-Booth exhibition services and/ or other selected supplier(s);
- Orders which are not accompanied by a fully completed coversheet will not be executed. This will also apply to coversheets which are not dated and/ or undersigned;
- After receiving your order A-Booth exhibition services will send a conformation. This is also an invoice for the requested services. Invoices must be fully paid **BEFORE** the exhibition opens. If because of the time-schedule this is not possible A-Booth exhibition services is allowed to request cash payment at the exhibition floor;
- Orders can be made at the latest at the last day available for construction and/ or decoration. For orders made at the exhibition floor during build-up an extra (transport) amount can be calculated. For these orders A-Booth exhibition services cannot guarantee that the requested colour, model, seize or number is available. Orders made at the exhibition floor will be executed at the following day, before opening of the exhibition;
- In case of payment by credit card the total order amount will be raised with 6% administration costs;
- All prices mentioned are on a rental basis, VAT excluded and, unless mentioned differently, for the full exhibition period;
- For exhibitors based outside the Netherlands no VAT will be calculated if A-Booth exhibition services is provided with their national VAT number;
- When after sending an order confirmation/ invoice, the invoice address needs to be changed (including the change of the person for contact or department), a procedure needs to be started to obtain a purchase order or any other administrative number or any other essential change in the necessary invoice information has to be made an amount of € 30,00 per invoice will be charged for administration costs;
- When an order is cancelled during the period in which an early-order-discount is applicable, a percentage of 10% of the price of the items concerned is charged for administration costs;
- When an order is cancelled after the early-order-discount has come to an end, no financial restitution will be made.