

# ProSTEP iViP Symposium 2017

17/18 MAY 2017, COLOSSEUM THEATER ESSEN, GERMANY

kindly supported by CONTACT Software and thyssenkrupp



## EXHIBITION - VIA E-MAIL

Contact: Oliver Lortz • Phone: +49 6151 9287 369 • [exhibition@prostep.org](mailto:exhibition@prostep.org)

**Price Standard Exhibition Booth: Euro 5.700,- + VAT**  
**Price Premium Exhibition Booth: Euro 10.000,- + VAT**

The option of participating in the exhibition is not contingent on your company making a presentation at the ProSTEP iViP Symposium.

### Services included:

Standard Exhibition Booth (1 space)	Premium Exhibition Booth (2 spaces)
Occupied space: 2 x 3 m	Occupied space: 2 x 6 m or 4 x 3 m
- Wall with lighting	- Wall with lighting
- One Table (height approx. 110cm)	- Two Tables (height approx. 110cm)
- Two Bar stools	- Four Bar stools
- One Brochure Rack	- Two Brochure Racks
- Power supply: 230V	- Power supply: 230V
2 participants free of charge (booth personnel)*	4 participants free of charge (booth personnel)*
50 program flyers	50 program flyers

\* Switching of this two participants during the event is not possible.

Substitute participants will be accepted at no extra charge (only for the complete duration of the event).

### Booth placement:

Please select your preferred booth space and an alternative space using the floor plan that can be found at <http://www.prostep.org/en/events/symposium/symposium-2017/exhibition.html>

Then enter the number of your preferred booth space and the alternative space in the attached order form. (Note: if you have a premium booth, please select two booth spaces)

The booth spaces will be assigned on a "first-come, first-served" basis. We will contact you if both of the spaces you selected have already been allocated by the time we receive your order.

A booth space can only be booked using the attached order form, which we need you to sign and return to us (via e-mail to [exhibition@prostep.org](mailto:exhibition@prostep.org)). You can supply us with an order number for your booth space later.

### Deadlines and Time Schedule / Instructions:

<b>Registration</b> Oliver Lortz ProSTEP iViP Association E-mail: <a href="mailto:exhibition@prostep.org">exhibition@prostep.org</a> Phone: +49-6151-9287-369	<b>By 10 March 2017</b>  Please register soon as there is only a limited number of booths available!
<b>Provision of company logo and link to your homepage</b> (Note: By providing us with your logo, you consent that we include it in presentations and the proceedings and post it on the ProSTEP iViP website together with other exhibitors)	<b>asap</b>  GIF or JPG file to <a href="mailto:exhibition@prostep.org">exhibition@prostep.org</a>
<b>Set up booth</b>	<b>16 May 2017 / 13:00 – 19:00 h</b>
<b>Dismantling</b>	<b>18 May 2017</b> (approx. 16:00 h)
<b>Exhibition opening times</b>	<b>17 May 2017 / 09:00 – approx. 17:00 h</b> <b>18 May 2017 / 08:30 – approx. 14:00 h</b>

**Cancellation of exhibition booth:** For cancellations received in writing before 28 March 2017 we will charge an administrative processing fee of 400,- Euro. All cancellations after this date cannot be granted and the exhibitor fee will be charged in full.

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**Send E-mail to: [exhibition@prostep.org](mailto:exhibition@prostep.org)**

We hereby register for the accompanying exhibition at the ProSTEP iViP Symposium on 17/18 May 2017, Colosseum Theater Essen under the terms stated in the exhibition conditions.

**Standard Exhibition Booth:** *Euro 5.700,- + VAT*  
please select 1 space

**Premium Exhibition Booth:** *Euro 10.000,- + VAT*  
please select 2 spaces

**Prio A Booth #**

**Prio B Booth #**

**First-come, first-served. If both booths are not available, we will contact you directly.**

Company

Contact - Name

Phone

Fax

E-mail

Mailing Address (Street/P.O. Box, Postal Code, City)

Billing Address (if differing)

Order Number/Reference Number

VAT Number

(if needed in your company / can be submitted later)

Date/Stamp/Signature

### Optional booth equipment:

Description	Price/Euro	Quantity
PC Table	price follows asap	
Table (height approx. 110cm)	75,- +VAT	
Bar Stool	25,- +VAT	
Brochure Rack	94,- +VAT	
Internet connection	WLAN in the exhibition area	✓