

Booth reservation form

Please complete this form and return it by post or fax to:
2011 AEGPL CONGRESS / MCI
24 rue Chauchat - 75009 Paris - France – Fax: +33 (0)1 53 85 82 83

COMPANY

Company name: _____

Contact person: _____ Position: _____

Address: _____

City: _____ Postal Code: _____ Country: _____

Tel: _____ Fax: _____

Email: _____ INTRACOMMUNITY VAT N°: _____

AEGPL MEMBER (please tick the appropriate box): YES NO

BOOTH RATES AND SIZES (VAT EXCLUDED)

	6 sqm*	9 sqm**	12 sqm***
Space only	2,500 €	3,500 €	4,600 €
Shell scheme	3,300 €	4,700 €	6,200 €

Romanian VAT rate of 24% will be applicable (please refer to the general conditions at the back of the reservation form for more details)

* 6 square meters = 65 square feet
** 9 square meters = 97 square feet
*** 12 square meters = 129 square feet

LIST OF PRODUCTS PRESENTED

BOOTH CHOICE

We wish to rent _____ square meters at _____ Euros (€) per booth module (VAT excluded)

Please tick the appropriate box: SHELL SCHEME SPACE ONLY

BOOTH N° CHOICE: 1st choice: _____ 2nd choice: _____ 3rd choice: _____

BOOTH COST (IN EUROS)

Total amount due (VAT excluded)	:	_____ €
+ VAT 24%	:	_____ €
- 20% discount ⁽¹⁾ (for AEGPL Members only)	:	_____ €
TOTAL (VAT included)	:	_____ €

(please refer to page 10 of the Exhibition Brochure for more details about VAT)

⁽¹⁾AEGPL Members get a 20% discount on booth prices as a member benefit.

PAYMENT

Payment of the 50% deposit may be made either by:

Cheque to the order of AEGPL 2011 / MCI in EUROS and sent to:
AEGPL 2011 / MCI - 24 rue Chauchat - 75009 Paris - France

Credit card: VISA / MASTER / EUROCARD / AMERICAN EXPRESS
(no other cards accepted)

I authorise the Organising Secretariat to debit my card for the amount indicated here above.

Number: | | | | | | | | | | | | | | | | | | | | | |

Card verification code: | | | | | (VISA / MASTER / EUROCARD:
3 digit code on back of card - For American Express: 4 digit code on front of card)

Expiry date: _____ (necessary)

CARDHOLDER NAME and SIGNATURE:

Bank transfer to the order of AEGPL 2011/MCI:
CREDIT LYONNAIS - Agency: CL PARIS LA FAYETTE - Bank code:
30002 - Sort Code: 05666

Account number: 000 006 04905 - KEY: 87 - IBAN: FR05 3000

2056 6600 0006 0490 587 - BIC: CRLYFRPP

(In the case of a bank transfer, necessary to specify on your form, the reason for your payment)

Upon receipt of this form, an invoice will be sent to you for the 50% deposit with the balance due by March 1, 2011.

We are aware and agree to the financial and administrative conditions as specified in the Exhibition Brochure.

Date: _____

Name: _____

Signature: _____

Company stamp:

RATES & SIZES OF THE BOOTHS

Booths will be available in modules of 6 and 9 square meters. Please refer to the exhibition prospectus for floorplans and rates.

Booth rates are VAT Excluded. Romanian VAT Rate of 24% is applicable and will be detailed on the invoice.

■ BUILDING HEIGHT

The maximum building height is 2,50 meters.

BOOTH SPECIFICATIONS

Exhibitors can rent either SPACE ONLY or a SHELL SCHEME booth.

■ SPACE ONLY

Nothing will be provided but the exact floor measurements of the booth.

■ SHELL SCHEME

Booth package consists of a modular construction with:

- Booth structure (Structure height depending on the location of your booth)
- 1 Fascia Board
- 2 Spot lights
- 2 Stools
- 1 Counter
- 1 Waste Paper Bin
- Carpet
- Standard electricity power supply

EXHIBITORS SERVICES & BENEFITS

■ BENEFITS

For all registered Exhibitors:

- 200 Exhibition Invitations per exhibiting company and e-invitation available online
- Publication of company profile and details in the Exhibition Directory
- Non-stop coffee break stations available to all exhibitors
- Access to a dedicated exhibitors space online

For AEGPL Members only:

- Members have priority on booth selection at the exhibition
- Members highlighted within the Exhibition Directory
- Exhibitor logo in the Exhibition Directory
- Discount of 20% on booth price

■ SERVICES

- Information and coordination services during the set-up and dismantling of booths, and during the exhibition
- Caretaking of public areas, excluding the booths which are under your responsibility
- Watchmanship of the exhibition premises (booths are not covered individually)

More details and conditions on the benefits and services will be indicated in the Exhibitor Manual.

■ APPLICATIONS

In order to be valid, Sponsorship or Exhibition application form(s) are to be carried out by POST or by FAX on the Original Application Form here enclosed and sent to MCI France. The application form(s) must be signed for the reservation(s) to be taken into account. The signature of the application form(s) constitute a firm hire commitment and compel the subscriber to accept both the general conditions and the exhibition rules and regulations. A deposit of 50% of the total amount due will be invoiced on receipt of the completed reservation form and due for immediate payment upon receipt of the invoice to guarantee the reservation. No verbal or telephone agreement will commit MCI France nor the Organising Committee unless confirmed in writing. The remaining subscription fee is to be settled by March 1, 2011 at the latest. Non-payment by this stated deadline will lead to the cancellation of the right to use the booth, and without reimbursement of the deposit paid. Site allocations will be attributed in reservation order of arrival (apart from the rights given to members) and are subject to the full payment and the agreement of MCI France and the Organising Committee. Once locations have been attributed, no change of location will be possible without MCI France's written agreement.

In any case, all payment must be received by the organisers prior to the event. No exhibitor will be allowed to begin move-in operations nor be listed as an exhibitor in the onsite publications until full payment is received by the organisers. The Exhibition floor plan presented in this document is a non-contractual one. It is subject to acceptance by the Bucurest, Romanian Authorities and its official Fire & Safety Services.

However, MCI France reserves the right to change if deemed advisable, the location, importance and layout of the surfaces requested by the exhibitor. In the event of litigation, jurisdiction falls under the Paris Law Courts alone.

■ ACCEPTANCE OF APPLICATIONS

The organisers reserve the right to refuse applications from companies not meeting standard requirements or expectations or for any other reasons and reserve the right to curtail or close exhibits, wholly or in part, that reflects unfavourably on the character and the purpose of the meeting.

■ PAYMENT

World LP Gas Communication SARL (VAT N° FR 90421213893, headquartered at 9 rue Anatole de la Forge - 75017 Paris, France) has given mandate to MCI for the organisation of the 2011 AEGPL Congress and therefore to act and receive the fees on its behalf.

Payment of the deposit has to be made in Euros, by the following means:

• By cheque to the order of:

AEGPL 2011 / MCI and sent to: AEGPL 2011 / MCI - 24, Rue Chauchat - 75009 Paris, France

• By credit card (VISA / MASTER CARD / EUROCARD / AMERICAN EXPRESS)

• By bank transfer to the order of: AEGPL 2011 / MCI

CREDIT LYONNAIS - Agency: CL PARIS LA FAYETTE

Bank code: 30002 - Sort Code: 05666 - Account number: 000 006 04905 - KEY: 87

IBAN: FR05 3000 2056 6600 0006 0490 587 - BIC: CRLYFRPP

(In the case of a bank transfer, please do not forget to specify on your form, the reason for your payment.)

■ CANCELLATION CONDITIONS (applicable to Sponsorship, Advertisement and Exhibition)

- 25% of the agreed amount due if the cancellation is made before October 31, 2010
- 50% of the agreed amount due if the cancellation is made between November 1, 2010 and January 31, 2010
- 100% of the agreed amount due if the cancellation is made after February 1, 2011

After exhibition space, sponsorship or advertising have been confirmed, a reduction in space or any other kind of is considered as a cancellation and will be governed by the above cancellation policy. Reduction in space can result in relocation of exhibit space at the discretion of the congress organisers.

■ LOCAL AND SITE REGULATIONS

Exhibitors shall abide by the local and site regulations with respect to law and order, safe and security. The organisers will take appropriate action against those who do not comply with the regulations. The organisers have the authority to demand removal/change of any structure which is not in accordance with the Congress rules or cancel participation. The decision of the organisers will be final and binding.

■ ENTRY TO THE EXHIBITION

Access to the exhibition will only be possible to regularly registered conference participants, exhibition participants and visitors. To attend any congress sessions, participants will need to register as full delegates and pay the appropriate registration fee.

■ SHARING OF STAND

Exhibitors are not permitted to share with others any booth space allotted to them without prior written consent of the organisers.

■ INSURANCE

The signatory renounces to take recourse against the organisers or against the owners of the premises and undertakes to underwrite insurance policies covering all the risks incurred by the material exhibited (theft, damage, etc...) along with public liability covering the permanent or occasional staff employed by the company, present at the congress. In any case, the insurance protection will NOT be given to the exhibitors by the organisers.

■ PRESS CONFERENCES

Press conferences organised by the industry may only be organised at times specified by the congress organisation. The congress office must be notified of any planned press conferences and all journalists must be officially registered to attend the meeting.

■ PROMOTION ONSITE

Promotion onsite (at the congress) must be limited to the confines of the exhibit space, or the meeting rooms rented by the sponsor/exhibitor. The signing of a sponsorship contract (sponsorship and/or exhibition or any other form of participation) implies a commitment to neither organise nor promote conferences, congresses or events held during the schedule of the Official Congress Programme without the agreement of the Organising Committee. Companies holding any type of events outside the congress centre will see their participation automatically cancelled without any reimbursement. The organiser reserves the right to close their booth if the company is also exhibiting at the congress.

■ REFUND OF VAT

According to the European Tax Legislation, organisers of international exhibitions and service companies have to invoice all services with 24% Romanian Value Added Tax. Foreign companies (EU or non-EU) are, under certain conditions, entitled to a refund of VAT paid. More details will be available in the Exhibitor Technical Manual.

■ DOCUMENTATION REQUIRED TO TRAVEL TO ROMANIA

Entry and visa information as well as a list of Romanian Consulates abroad is available at www.mae.ro. There is no Entry or Departure Tax.

Please remember that due to a greater degree of scrutiny than in the past, it is recommended that you plan your travel in advance and that you apply for your visa early.

Should you need an official invitation letter for visa application purposes, you may contact the Organising Secretariat who will be able to assist you with it.

No exhibition and registration fee refunds will be issued for cancellation or non-attendance due to failure to obtain a visa.