

isaac



EXHIBITOR INFORMATION MANUAL

16th Biennial Conference of ISAAC

*Lisbon, Portugal
July 19-24, 2014*



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WELCOME LETTER

ISAAC Exhibitor,

We are very excited that you will be exhibiting at the 16th Biennial Conference of ISAAC in Lisbon, Portugal 19-24 July 2014. To ensure a great conference, we want to provide you with excellent customer service before, during and after the event. To begin, let's plan the logistics of your booth.

This Exhibitor Service Kit has been designed to assist with your planning. Please go through this service kit carefully so you don't miss important deadlines and announcements. Included you will find information and instructions on ordering additional furniture, electrical services, advance shipping, audio visual services, telecommunications equipment, etc. Whether you are an experienced exhibitor or exhibiting for the first time, we kindly ask that you review the enclosed exhibitor rules and regulations of the Centro de Congressos de Lisboa (CCL).

Here are three easy steps to help you use your Exhibitor Service Kit:

STEP 1: Please pay particular attention to onsite registration deadlines, your booth number, items included in your booth packages and your exhibitor name. You will use this information on many of the order forms.

STEP 2: Do a Review of the Exhibitor Service Kit - Please pass along any information to colleagues who may need to know more about exhibiting and/or ordering items.

STEP 3: Invest 30 Minutes of Reading Time - We guarantee that this time will benefit you. In some instances you will save money.

Some important things to remember:

- Review the booth package information in your confirmation letter.
- Keep copies of all your orders, payments, and shipping documents and remember to bring them to the conference.
- Order utilities early. Orders placed on-site often need to be processed and fulfilled during off-hours which may prolong your set-up and incur overtime charges.
- Re-read the booth terms and conditions. All exhibitors manning your booth will be held accountable for items stated in terms and conditions.
- Hosting receptions in your booth and in aisle space is not allowed. Please be considerate of those exhibitors around you.

If you should have any questions or concerns regarding your exhibit, please contact us via email at exhibitorisaac@scitevents.com. Thank you in advance for making your booth both an interesting and attractive part of ISAAC!

We look forward to seeing you in Lisbon!

Best regards, Mónica Saramago
SCITEVENTS Logistics Director

EXHIBITOR FAQ'S

Welcome exhibitors!

Answers to many Frequently Asked Questions of exhibitors are provided in this tutorial. Please read it carefully; it can help ensure a more successful exhibit for your company. Please be sure to read your entire Exhibitor Service Kit.

Q. What are the exhibitor insurance requirements?

A. Exhibitors assume all responsibility for all items they provide in booths, including audio visual equipment and computer electronics. ISAAC does not provide any type of insurance coverage whatsoever to ISAAC Exhibitors, which includes, but is not limited to, not providing insurance coverage for the contents of Exhibitor booths, nor the actions of Exhibitor booth personnel.

Q. Am I allowed to set up my own booth?

A. Properly credentialed, ISAAC Exhibitors are allowed to set their own exhibits.

Q. How do I ensure that I receive advance order rates?

A. Always try to order prior to the deadline date posted on the individual forms. Payment must be received with the order to receive the advance order rate. Before leaving for the conference, confirm that your orders have been received, and bring copies with you.

Q. How do I get electric power to my booth?

A. If you have decided to order a standard booth, electric power is included. Please fill up the form and send to the Centro de Congressos de Lisboa (CCL). Please note that Portugal uses 230V electricity. Any equipment you plan to use should be 230V equivalent or conversion equipment will be needed. If additional power is required for your booth, you may order additional power sources using the Exhibitor Service Kit.

Q. What do I need to record information from visitors to my booth?

A. ISAAC encourages the exchange of Business Cards.

Q. What about security?

A. While conference management provides interior and exterior guard services, neither the guards nor show management can be responsible for watching each individual booth. ISAAC always recommends that small, valuable items are secured or removed at night by the exhibitor. Overnight booth guard service is available for order in the Exhibitor Service Kit.

Q. When do I need to staff my booth?

A. For your convenience, exhibitor hours have been designated for the move-in and move-out of all exhibit materials. All booths should be set up by the designated date and time listed to prevent ISAAC from reallocating your booth to the next available exhibitor. ISAAC has the right, at its sole discretion to reallocate unoccupied booths.

A complete schedule including early access times has been included below.

Date	Early Access	Exhibit Hours
19th of July and 20th of July	08:00-20:00	Exhibitor Set up
21st of July	08:00-09:00	09:00-17:30
22nd of July	08:00-09:00	09:00-17:30
23rd of July	08:00-09:00	09:00-17:30
24th of July	08:00-09:00	09:00-17:30
25th of July	08:00-20:00	Exhibitor Move out

This schedule is subject to change based on the ISAAC Conference Program and at the sole discretion of ISAAC.

ISAAC Exhibitors must be present to staff their booths during the exhibit hours during the conference 21st July through 24th July. Exhibitors not manning their booth space during the exhibit hours will be contacted after the conference to address their absence. The absence of exhibitors during exhibit hours may impact their success in obtaining booth space at future conferences.

Q. Where do I pick up my registration materials?

A. Prior to gaining access to the Exhibition, you will need to visit Registration. Be prepared to show your ID at the Registration to obtain your registration materials.

On-site Conference Registration

Exhibitors, who are planning to register for the full conference on-site at Centro de Congressos de Lisboa (CCL), please complete the conference registration form and then proceed to the On-site Registration counters.

Specific Rules for Fairs, Exhibitions and Other Events at CCL - Centro de Congressos de Lisboa

EXHIBITED PRODUCTS

1. Presentation and distribution of products that can harm other exhibitors or visitors, or that can deteriorate the pavement and/or existing constructions, as well as alter conditions or environmental rules, are not allowed.
2. Products on display are not allowed to have any reference to price, save in exceptional cases, which must always have explicit written authorisation from CCL.
3. Special authorisation from CCL is required for products whose weight exceeds 2.000 Kg/m² (if goods are to be displayed on the ground floor of the pavilions), or over 200Kg/m² (should they be intended for Pavilions in first floor).

SET UP/DISMANTLING OF STANDS

4. Set up and decoration of stands can only begin in the 1st day of set up, after Organizer's approval.
5. Companies involved in assembling and decoration of stands are required to have a previous credential, which implies the presentation of an insurance policy for civil and professional liability, covering damage caused in the premises or to a third party and possible damage due to stoppage of CCL's activities, in the amount of 1.000.000,00 EUR.
6. Should there be a breach of regulation on assembly and decoration of stands and/or a breach of technical nature, CCL considers itself to be authorised to carry out necessary procedures to regularise it, which may involve closing the booth. The costs resulting from this corrective action will be charged to the exhibitor.
7. Opening and closing times for assembly and disassembly will be set by CCL together with the Organizer.
8. Work outside of the established times requires the express written authorisation from CCL, and involves the payment of an overtime fee, according to the price list.

TECHNICAL RULES - Size, Booth Layout, etc.

9. During set up and decoration of booths, the exhibitors must comply with following rules:
 - Stands must respect a general height of 2,5m.
 - Stands that exceed the 2,5m height (only possible in Pavilion 2) must be submitted to the appreciation of the CCL Technical Department at least 20 days before the date set for beginning assembly. This department must be provided with duly marked blueprints, vertical projections and sectional drawings.
 - Assembly of stands that include the construction of second storey must have explicit authorisation from CCL.
 - The usable area of second storey and decoration elements that measure over 2,5m in height must stand back from the perimeter of the stands at least 1,5m.
 - CCL's installations must be scrupulously respected, namely fire hydrants, extinguishers, loudspeakers, general indicators, television circuits, and fire detectors.
10. The on-site building of stands in the whole exhibition area of CCL is strictly forbidden, as well as the use of cutting machines, welding machines, sanders and spray guns. Stands must be devised and prepared so that their construction can be obtained solely by assembling the elements that constitute them.
11. Available electrical power to be used is 230/400 Volts - 50cycles and is provided according to the conditions predicted by EDP (Electricity of Portugal). In case of fault or cut by EDP, electricity will only be provided for emergency exits (exclusion of exhibition and Events circuits).
12. All electrical set up must be approved by CCL and the links to the general mains can only be made by same services. CCL will not be responsible for requests to connect to the mains apparatus that do not correspond to the information provided, and the exhibitors must name the person responsible for the stand's electric installation project. Damage caused to the mains or to the specific point by these connections is the sole responsibility of the exhibitors. It is essential that exhibitors specify their power requirements so that arrangements can be made accordingly.
13. Requests for water and drain connections, as well as electricity and telecommunications, must be submitted in writing to CCL. Requests for special lines or circuits must be processed through CCL twenty (20) calendar days in advance of the set-up date for the exhibition. All special circuits or lines are subjects to quotation.
14. Any suspension/rigging from the pavilion structure requires authorisation from CCL and can only be made by the CCL exclusive supplier, subject to a specific quotation. Requests must be submitted in writing twenty (20) calendar days prior to the date set for the opening of the exhibition, and must enclose the suspension/rigging project and the weight to be suspended, so that its feasibility can be verified by CCL's Technical Department.

15. It is forbidden to use the walls of pavilions and columns to suspend or post exhibited pieces, decoration, construction or informative items.
16. All Cleaning services must be requested to CCL. General cleaning of the exhibition area and corridors is the responsibility of the Organizer; cleaning of the stands is exhibitors/Organizer responsibility and will be charge accordingly. The cost of refuse containers is also the responsibility of the Organizer.
17. Disassembly of the stands and removal of material cannot begin before the time officially set for closing the exhibition, except when special authorisation is granted by the Organizer.
18. Disassembly of the stands and removal of exhibited material must be concluded within the times set by CCL and already accepted by the Organizer. Failure to comply with this deadline authorises CCL to remove all such materials at the exhibitor's cost.
19. The premises must be handed over to CCL in the same condition as they were made available to the exhibitors/Organizer, and all costs associated with returning them to that condition are the responsibility of the exhibitors/Organizer. Repair of occasional damage caused by carelessness or requirements of stand assembly, as well as cost derived from such assembly, are the sole responsibility of the exhibitors/Organizer.
20. Exhibitors/Organizer are responsible for all damage or harm caused by their structures, equipment, articles to be exhibited, or activities in their stand, as well as actions of their subcontracted companies, if these same companies cause harm or damage to visitors and other exhibitors.

CUSTOMS, OFFICIAL PRICE LIST

21. As regards matters concerning customs operations, product transportation and their conveyance within the premises, exhibitors may contact the Agility Fairs and Events. Instructions and contacts can be found in the end of this document.

ACCESS CARDS

22. The free circulation of persons within CCL's premises is only authorized by presentation of an identification card provided by CCL when this is agreed prior with the Organizer, or given by the Organizer itself. This card should have the name of the exhibitor, booth number and the name of the person.

INSURANCE AND RESPONSIBILITY

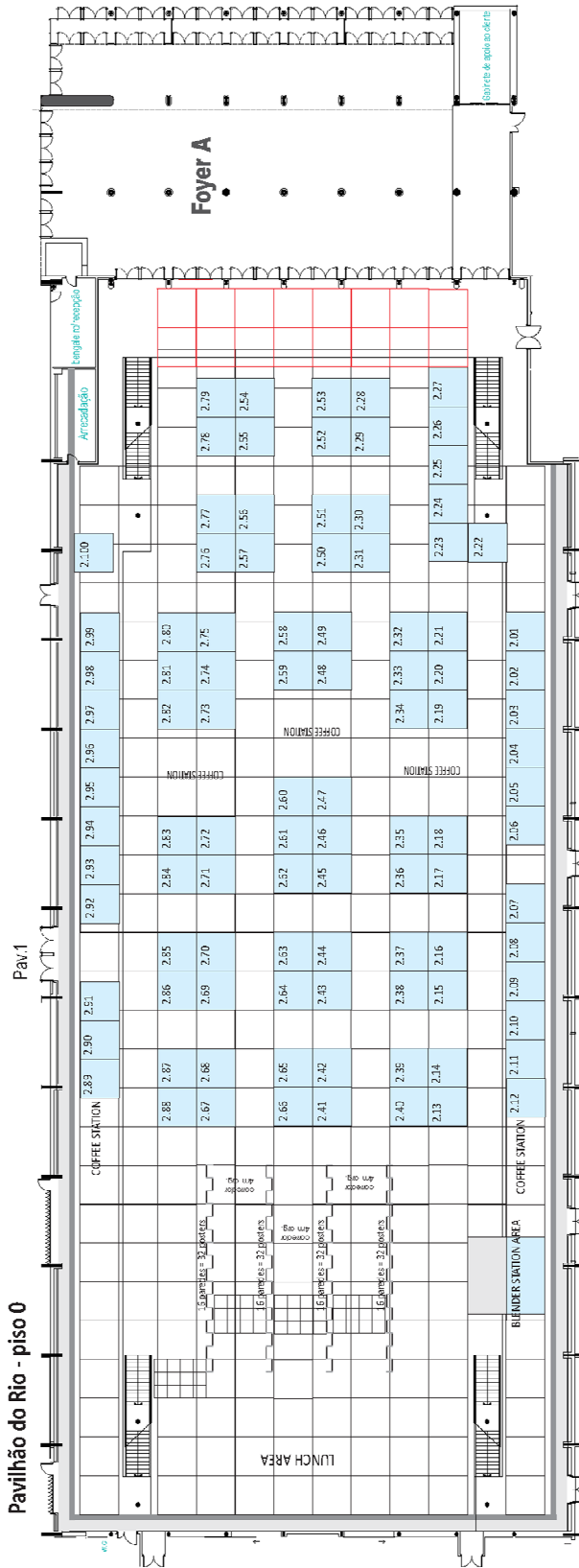
23. CCL ensures general security and surveillance services during the assembly and disassembly as well as duration of the exhibitions and other events. Exhibitors are responsible for ensuring the safekeeping of their products in the times stated above, and arrange for and arrange their own insurance coverage for their participation in the exhibition, which should include coverage for robbery and theft. Exhibitors are forbidden to allow their staff to remain in the stands after the daily closing time, save exceptional cases and subject to presentation of a specific written authorisation from CCL.
24. CCL is responsible for maintaining civil liability insurance for material or bodily damage suffered by accredited exhibitors or by visitors while on its premises.







OBLIGATIONS AND SANCTIONS

25. Stands must be open during the exhibition's opening hours, and the presence of a representative of the exhibitors must be ensured at all times.
26. Advertising in the exhibition's premises must comply with rules of the "Código de Práticas Legais em Matéria de Publicidade" of the Câmara de Comércio Internacional (International Chamber of Commerce's Code of Legal Practice in Advertising Matters). For more information please visit: <http://www.icap.pt>
27. The exhibitors are required not to perform any of the following (failure to comply could lead to penalties up to and including the closing of an exhibitor's stand):
 - Advertising that makes a direct comparison with third party articles and/or products, exhibitors or not;
 - Distribution of flyers and/or promotion material outside their stands, save with official written authorisation from CCL;
 - All advertising which may in any way harm or bother exhibitors or visitors;
 - Distribution of balloons filled with a gas that is lighter than air;
 - Promotion of products other than those on display and/or in another industrial and/or business activity other than the exhibitor's.

28. Exhibitors must have CCD approval for:
 - The carrying out of tests or contests
 - The set up of sound or amplification equipment in the Exhibit Hall, with an output exceeding 60Db.
29. CCL may have the articles on display in the stands reproduced, photographed, or filmed, and it may use their reproductions for the purposes exclusively connected with its activity, namely the production of promotional material.
30. Photographs or films of the stands outside opening hours require explicit written authorisation from CCL.
31. Exhibitors are unequivocally committed to respecting all rules contained in the present Specific Rules for Fairs, Exhibitions and Other Events as well as the "General rules" for using the facilities of CCL.
32. In case of disagreement as to the interpretation or implementation of the present regulation and other documents that may complement it, as well as facts concerning the participation of exhibitors in exhibitions or events organised by the AIP - Associação Industrial Portuguesa/ Centro de Congressos de Lisboa, all parties determine the Court of the Lisbon Comarca to be competent, hereby explicitly renouncing all others.

The Specific Rules are part of the "General Rules" governing the use of the facilities of CCL.



-  100 MÓDULOS de 3x3m
-  128 POSTERS de 1x2,50m
-  MALHA de 1x1m
-  3x3m
-  1,0x1,0m
-  3,0x3,0m

	Gabinete de Design Proc. nº 201/449	
	Evento: ISAAC 2014	
Localização: Tramagum - 19 e 20 Julho 2014 Realização - 21 e 24 Julho 2014 CCLPQV.2 Desmontagem - 25 Julho 2014		
Designer: Espaço Luz	Gestão do Evento: Evolve, Convergues	Aprobado por: Data: 29 Novembro 2013
Projeto: 3x3m plano 6		Ots.: 100 módulos de 3x3m

Order Form Booth

International Society for Augmentative and Alternative Communication (ISAAC) – Conference 2014

Deadlines

All prices indicated are valid until July 19th; After this day, prices will undergo a 30% increment.

From July 20th there is a 50% increment in price.

All last minute requests will be determined on a case by case basis according to the availability of our services, nonetheless we will do our utmost to meet all requests.

Please send to:

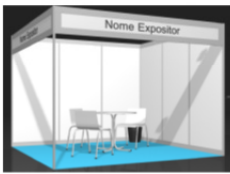
AIP Feiras, Congressos e Eventos
Fax: +(351) 21 360 1499 | E-mail: lisboacc@aip.pt or
joanamaria.silva@aip.pt


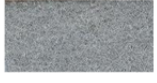



Exhibitor Invoicing information:

Company Name:

Address:

Fiscal Identification Number :

Service Description	dimensions	Quantity	Unit Price	Sub-total
 Shell Scheme I Option A				
	9sqm		290,00 €	
Composition				
White laminated walls;				
Structure in satin finish and aluminum molding, 3 cm square profiles				
Exhibitor identification in self-adhesive vinyl (up to 20 graphic characters);				
Electrical switchboard with electrical outlet;				
Electricity				
Lighting: 3 spotlights (100W) per 9m2				
Industrial floor carpeting (to choose from available colors in catalogue)				
Cleaning				
Round table				
Three chairs				
Additional items				
SHELF			25,00 €	
PRIVATE ROOM 1X1 WITH DOOR			75,00 €	
PRIVATE ROOM 2X1 WITH DOOR			150,00 €	
PRIVATE ROOM 2X2 WITH DOOR			300,00 €	
LAMINATED WOOD PANEL			20,00 €	
PLATFORM WITH CARPET 10CM M2			17,00 €	
COUNTER			45,00 €	
TABLE FILD.			22,00 €	
CHAIR FILD.			7,50 €	
LACQUERED TABLE TOP FILD.			50,00 €	
WASTEBASKET			2,50 €	

Carpet selection			
	Navy Blue		4,00€/sqm
	Grey		4,00€/sqm
	Green		4,00€/sqm
	Red		4,00€/sqm
	Beige		4,00€/sqm

Sub-total	
VAT (23%)	
TOTAL	

<p>I authorize you to charge on my credit card:</p> <p><input type="checkbox"/> Visa <input type="checkbox"/> Euro/ MasterCard <input type="checkbox"/> Other _____</p> <p>Card No. _____</p> <p>Expiration Date: ___ / ___ / ___</p> <p>Security Code: _____</p> <p>Name on Credit Card: _____</p> <p>Signature: _____</p> <p>Total amount to be paid: _____</p>	<p><input type="checkbox"/> Bank Transfer to:</p> <p>AIP – Feiras, Congressos e Eventos</p> <p>Bank: Santander Totta, S.A.</p> <p>Balcony: Avenida Conde Valbom</p> <p>NIB: 0018.0000.39829121001.38</p> <p>Swift Code: TOTAPTPL</p> <p>Total amount to be paid:</p> <p>_____</p>
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SIGNATURE: _____ **DATE:** ___ / ___ / ___

<p>Please send to:</p> <p>AIP Feiras, Congressos e Eventos</p> <p>Fax: +(351) 21 360 1499 E-mail: lisboacc@aip.pt</p>	To be filled by AIP Feiras, Congressos e Eventos	
	<p>Received on: ___ / ___ / ___</p> <p>Signature: _____</p>	<p>Invoiced on: ___ / ___ / ___</p> <p>Signature: _____</p>

Order Form – Services

Conference: International Society for Augmentative and Alternative Communication (ISAAC) – Conference 2014

All prices indicated are valid until July 19th; After this day, prices will undergo a 30% increment.

Please send to:

AIP Feiras, Congressos e Eventos
Fax: + (351) 21 360 1499 | E-mail: lisboacc@aip.pt or
joana.silva@aip.pt

Exhibitor Invoicing information:

Company Name:

Address:

Fiscal Identification Number :

	Description	Dimensions	Quantity	Unit Price	Sub-total
	Aluminum Structure Counter	100 x 50 x 100 cm (height)		45,00 €	
	Leroy Stool (black or white)			13,00 €	
	Bombo Stool (black or white)			15,60 €	
	Leslie Stool (black or white)			16,90 €	
	Diamant chair (transparent)			8,45 €	
	Musa chair (black or white)			5,85 €	
	Upholstered grey chair			7,50 €	
	Tulipa chair			12,00 €	

	Leslie chair (black or white)			10,40 €	
	Swan Chair (black or white)			39,00 €	
	BR Chair (black or white)			22,10 €	
	Cubo sofa (black or white)			52,00 €	
	Solsta sofa (black or white)			45,00 €	
	Pouf cubo (black or white)			20,00 €	
	Pouf (black or white)			20,00 €	
	Glass top round table	80 x 72 cm		16,60 €	
	Tulipa table (white)	80 x 72 cm		31,20 €	

	Mable table (black or white)	70x 92,5 x 60 cm		15,60 €	
	White rectangular table	120 x 60 x 74 cm (height)		45,00 €	
	Low glass top table	78 x 78 x 45 cm (height)		40,00 €	
	Low table (black or white)	60 x 60 x 60 cm (height)		15,45 €	
	Brochure display rack			26,00 €	
	Coat stand			11,10 €	
	Waste basket (black)			2,50 €	
	Snack lit counter (white)	165 x 100 x 60 cm		97,50 €	
	White Break bar counter	172 x 110 x 60 cm		182,00 €	

<p>I authorize you to charge on my credit card:</p> <p><input type="checkbox"/> Visa <input type="checkbox"/> Euro/ MasterCard <input type="checkbox"/> Other _____</p> <p>Card No. _____</p> <p>Expiration Date: ___ / ___ / ___</p> <p>Security Code: _____</p> <p>Name on Credit Card: _____</p> <p>Signature: _____</p> <p>Total amount to be paid: _____</p>	<p><input type="checkbox"/> Bank Transfer to:</p> <p>AIP – Feiras, Congressos e Eventos</p> <p>Bank: Santander Totta, S.A.</p> <p>Balcony: Avenida Conde Valbom</p> <p>NIB: 0018.0000.39829121001.38</p> <p>Swift Code: TOTAPTPL</p> <p>Total amount to be paid:</p> <p>_____</p>
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SIGNATURE: _____ **DATE:** ___ / ___ / ___

<p>Please send to:</p> <p>AIP Feiras, Congressos e Eventos</p> <p>Fax: +(351) 21 360 1499 E-mail: lisboacc@aip.pt</p>	To be filled by AIP Feiras, Congressos e Eventos	
	<p>Received on: ___ / ___ / ___</p> <p>Signature: _____</p>	<p>Invoiced on: ___ / ___ / ___</p> <p>Signature: _____</p>

Order Form – Audio/Visual Equipment

Payment Conditions: 100% with the application in order to guarantee services

Event Name	International Society for Augmentative and Alternative Communication (ISAAC) – Conference 2014		
Company Name / Booth			
Contact Name			
VAT Number (if applicable)			
Company Address			
City / Town		Province / State	
Postal / ZIP Code		Country	
E-mail		Telephone	
Fax		Mobile Phone	

Service Description	Quantity	No. Days	Unit Price/Day	Sub-total
PLASMA MONITOR <i>SONY</i> 42" WITH GROUND SUPPORT			100,00 €	
PLASMA MONITOR <i>PIONEER</i> 50" WITH GROUND SUPPORT			180,00 €	
PLASMA MONITOR <i>PIONEER</i> 60" WITH GROUND SUPPORT			540,00 €	
DVD PLAYER <i>SONY</i>			20,00 €	
DVD PLAYER <i>PIONEER</i> 7300			75,00 €	
DVD RECORDER <i>SONY</i>			50,00 €	
VIDEO PROJECTOR <i>SONY</i> VPL EX 1 XGA (1500 LUMENS)			75,00 €	
VIDEO PROJECTOR <i>SONY</i> PX 30/31 (2,800 LUMENS)			150,00 €	
VIDEO PROJECTOR <i>SONY</i> PX 40 (3,500 LUMENS)			250,00 €	
101 LOUDSPEAKERS <i>BOSE</i>			10,00 €	
402 LOUDSPEAKERS <i>BOSE</i>			15,00 €	
802 LOUDSPEAKERS <i>BOSE</i>			20,00 €	
SOUND KIT (MIXING TABLE + AMPLIFIER + 2 SPEAKERS)			175,00€	
WIRED MICROPHONE (*)			20,00€	
WIRELESS MICROPHONE (*)			50,00€	

(*) Involves requesting a Sound Kit

- a) These costs include set-up and dismantling of the equipment.
 b) Requests received after the stipulated deadline will be charged with an addition of 50%.
 c) Loss or damage to equipment will be charged to the applicant.

Sub-total	
VAT (23%)	
TOTAL	

<p>I authorize you to charge on my credit card:</p> <p><input type="checkbox"/> Visa <input type="checkbox"/> Euro/ MasterCard <input type="checkbox"/> Other _____</p> <p>Card No. _____</p> <p>Expiration Date: ___ / ___ / ___</p> <p>Security Code: _____</p> <p>Name on Credit Card: _____</p> <p>Signature: _____</p> <p>Total amount to be paid: _____</p>	<p><input type="checkbox"/> Bank Transfer to:</p> <p>AIP – Feiras, Congressos e Eventos</p> <p>Bank: Santander Totta, S.A.</p> <p>Balcony: Avenida Conde Valbom</p> <p>NIB: 0018.0000.39829121001.38</p> <p>Swift Code: TOTAPTPL</p> <p>Total amount to be paid:</p> <p>_____</p>
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SIGNATURE: _____ **DATE:** ___ / ___ / ___

<p>Please send to:</p> <p>AIP Feiras, Congressos e Eventos</p> <p>Fax: +(351) 21 360 1499 E-mail: lisboacc@aip.pt</p>	To be filled by AIP Feiras, Congressos e Eventos	
	<p>Received on: ___ / ___ / ___</p> <p>Signature: _____</p>	<p>Invoiced on: ___ / ___ / ___</p> <p>Signature: _____</p>

Order Form – Electrical Services

Payment Conditions: 100% with the application in order to guarantee services

Event Name	International Society for Augmentative and Alternative Communication (ISAAC) – Conference 2014		
Company Name / Booth			
Contact Name			
VAT Number (if applicable)			
Company Address			
City / Town		Province / State	
Postal / ZIP Code		Country	
E-mail		Telephone	
Fax		Mobile Phone	

Service Description	Quantity	Unit Price	Sub-total
ELECTRIC CONNECTION UNTIL 10 KW		27,00 €	
ELECTRIC CONNECTION UNTIL 20 KW		43,30 €	
ELECTRIC CONNECTION UNTIL 40 KW		62,50 €	
ELECTRIC CONNECTION UNTIL 65 KW		89,30 €	
CONSUMPTION KW / H		0,36€	
TRIPLE PLUG MONOPHASE 16 ^A		16,40 €	
MONOPHASE ELECTRIC BOARD 10 ^A		33,70€	
ELECTRIC BOARD HAVING THREE PHASES 16 ^A		52,10 €	
ELECTRIC BOARD HAVING THREE PHASES 32 ^A		92,00 €	
ELECTRIC BOARD HAVING THREE PHASES 63 ^A		153,20 €	

a) These costs include set-up and dismantling of the equipment. b) Requests received after the stipulated deadline will be charged with an addition of 50%. c) Loss or damage to equipment will be charged to the applicant.	Sub-total	
	VAT (23%)	
	TOTAL	

<p>I authorize you to charge on my credit card:</p> <p><input type="checkbox"/> Visa <input type="checkbox"/> Euro/MasterCard <input type="checkbox"/> Other _____</p> <p>Card No. _____</p> <p>Expiration Date: ___ / ___ / ___</p> <p>Security Code: _____</p> <p>Name on Credit Card: _____</p> <p>Signature: _____</p> <p>Total amount to be paid: _____</p>	<p><input type="checkbox"/> Bank Transfer to:</p> <p>AIP – Feiras, Congressos e Eventos</p> <p>Bank: Santander Totta, S.A.</p> <p>Balcony: Avenida Conde Valbom</p> <p>NIB: 0018.0000.39829121001.38</p> <p>Swift Code: TOTAPTPL</p> <p>Total amount to be paid:</p> <p>_____</p>
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SIGNATURE: _____ **DATE:** ___ / ___ / ___

<p>Please send to:</p> <p>AIP Feiras, Congressos e Eventos</p> <p>Fax: +(351) 21 360 1499 E-mail: lisboacc@aip.pt</p>	<p style="text-align: center;">To be filled by AIP Feiras, Congressos e Eventos</p> <table style="width: 100%;"> <tr> <td style="width: 50%;"> <p>Received on: ___ / ___ / ___</p> <p>Signature: _____</p> </td> <td style="width: 50%;"> <p>Invoiced on: ___ / ___ / ___</p> <p>Signature: _____</p> </td> </tr> </table>	<p>Received on: ___ / ___ / ___</p> <p>Signature: _____</p>	<p>Invoiced on: ___ / ___ / ___</p> <p>Signature: _____</p>
<p>Received on: ___ / ___ / ___</p> <p>Signature: _____</p>	<p>Invoiced on: ___ / ___ / ___</p> <p>Signature: _____</p>		

Order Form – Technical Services

Payment Conditions: 100% with the application in order to guarantee services

Event Name	International Society for Augmentative and Alternative Communication (ISAAC) – Conference 2014		
Company Name / Booth			
Contact Name			
VAT Number (if applicable)			
Company Address			
City / Town		Province / State	
Postal / ZIP Code		Country	
E-mail		Telephone	
Fax		Mobile Phone	

Service Description	Quantity	Unit Price	Sub-total
COLD WATER AND DRAIN INSTALLATION		91,70€	
DRAIN SPOT INSTALLATION		54,60€	
COLD WATER AND DRAIN CONNECTION TO THE EXHIBITOR'S EQUIPMENT		45,40€	
SINK WITH BENCH		106,00€	
PRIVATE ROOM 1X1 WITH DOOR		61,80€	
PRIVATE ROOM 2X1 WITH DOOR		82,40€	
PRIVATE ROOM 2X2 WITH DOOR		101,00€	
LAMINATED WOOD PANEL		20,60€	
ACRYLIC GLASS PANEL		42,20€	
DOOR ASSEMBLY		36,00€	
CARPET FOR BOOTH (SUPPLY AND SET UP) M2		5,15€	
CARPET FOR AISLES (SUPPLY AND SET UP) M2		3,70€	
PLATFORM WITH CARPET 10CM		30,00€	

- a) These costs include set-up and dismantling of the equipment.
 b) Requests received after the stipulated deadline will be charged with an addition of 50%.
 c) Loss or damage to equipment will be charged to the applicant.

Sub-total	
VAT (23%)	
TOTAL	

<p>I authorize you to charge on my credit card:</p> <p><input type="checkbox"/> Visa <input type="checkbox"/> Euro/MasterCard <input type="checkbox"/> Other _____</p> <p>Card No. _____</p> <p>Expiration Date: ___ / ___ / ___</p> <p>Security Code: _____</p> <p>Name on Credit Card: _____</p> <p>Signature: _____</p> <p>Total amount to be paid: _____</p>	<p><input type="checkbox"/> Bank Transfer to:</p> <p>AIP – Feiras, Congressos e Eventos</p> <p>Bank: Santander Totta, S.A.</p> <p>Balcony: Avenida Conde Valbom</p> <p>NIB: 0018.0000.39829121001.38</p> <p>Swift Code: TOTAPTPL</p> <p>Total amount to be paid:</p> <p>_____</p>
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SIGNATURE: _____ **DATE:** ___ / ___ / ___

<p>Please send to:</p> <p>AIP Feiras, Congressos e Eventos</p> <p>Fax: +(351) 21 360 1499 E-mail: lisboacc@aip.pt</p>	<p style="text-align: center;">To be filled by AIP Feiras, Congressos e Eventos</p> <table style="width: 100%;"> <tr> <td style="width: 50%;"> <p>Received on: ___ / ___ / ___</p> <p>Signature: _____</p> </td> <td style="width: 50%;"> <p>Invoiced on: ___ / ___ / ___</p> <p>Signature: _____</p> </td> </tr> </table>	<p>Received on: ___ / ___ / ___</p> <p>Signature: _____</p>	<p>Invoiced on: ___ / ___ / ___</p> <p>Signature: _____</p>
<p>Received on: ___ / ___ / ___</p> <p>Signature: _____</p>	<p>Invoiced on: ___ / ___ / ___</p> <p>Signature: _____</p>		

Order Form – Information Technology (4 Day Event)

Payment Conditions: 100% with the application in order to guarantee services

Event Name	International Society for Augmentative and Alternative Communication (ISAAC) – Conference 2014		
Company Name / Booth			
Contact Name			
VAT Number (if applicable)			
Company Address			
City / Town		Province / State	
Postal / ZIP Code		Country	
E-mail		Telephone	
Fax		Mobile Phone	

Service Description	Quantity	Unit Price / For 4 Days	Sub-Total
HUMAN RESOURCES			
IT ASSISTANT		780,00€	
IT TECHNICIAN		1.119,00€	
PC'S - RENTING			
NOTEBOOK PC		171,00€	
NOTEBOOK MACBOOKPRO		442,00€	
DESKTOP PC RENTING WITH 17" MONITOR		169,00€	
DESKTOP PC RENTING (WITHOUT MONITOR)		131,00€	
MONITORS - RENTING			
17" LCD MONITOR		38,00€	
17" LCD MONITOR TOUCH SCREEN		169,00€	
19" LCD MONITOR		68,00€	
22" LCD MONITOR		123,00€	
32" LCD MONITOR		208,00€	
PRINTER'S AND COPY MACHINE (*1)			
NETWORK LASER PRINTER A4 / COLOR		621,00€	
NETWORK LASER PRINTER A4 / BLACK AND WHITE		183,00€	
ALL-IN-ONE (PRINTER/SCANNER/FAX)		137,00€	
COLOR COPY MACHINE		PER REQUEST	
NETWORKING			
INTERNET CONNECTION FOR 1 PC		94,00€	
LOCAL NETWORK CONNECTION		58,00€	
WIRELESS NETWORK WITH INTERNET ACCESS		PER REQUEST	
WIRELESS LOCAL NETWORK		PER REQUEST	
ASSIGN PUBLIC IP		27,00€	

ADDITIONAL BANDWIDTH: 1 MBPS		215,00€	
ADDITIONAL BANDWIDTH: 2 MBPS		365,00€	
ADDITIONAL BANDWIDTH: 4 MBPS		665,00€	
ADDITIONAL BANDWIDTH: 8 MBPS		1.265,00€	
TELECOMMUNICATIONS			
TELEPHONE RENTAL + LINE (WITH €15,00 PULSE COST)		93,00€	
FAX + LINE (WITH €15,00 PULSE COST)		162,00€	
DDI ANALOG LINE (EXTENTION) WITH €15,00 PULSE COST		76,00€	
LRD ANALOG LINE NORMAL (DIRECT LINE) WITH LRD - TRAFFIC INCLUDED		309,00€	
2 WAY BASIC ACCESS: DIGITAL LINE (ISDN) (TRAFFIC INCLUDED) NORMAL		455,00€	
CABLE TELEPHONE GUIDANCE		461,00€	
CABLE TV SETUP		PER REQUEST	

(*1) The rental price of printers and copy machine include a set of consumables. The paper is not included.	Sub-total	
	VAT (23%)	
	TOTAL	

- a) These costs include set-up and dismantling of the equipment.
b) Requests received after the stipulated deadline will be charged with an addition of 50%.
c) Loss or damage to equipment will be charged to the applicant.
d) It is not allowed the used of own distribution equipment (*routers, switches, hubs, access points, etc.*).

<p>I authorize you to charge on my credit card:</p> <p><input type="checkbox"/> Visa <input type="checkbox"/> Euro/MasterCard <input type="checkbox"/> Other _____</p> <p>Card No. _____</p> <p>Expiration Date: ___ / ___ / ___</p> <p>Security Code: _____</p> <p>Name on Credit Card: _____</p> <p>Signature: _____</p> <p>Total amount to be paid: _____</p>	<p><input type="checkbox"/> Bank Transfer to:</p> <p>AIP – Feiras, Congressos e Eventos</p> <p>Bank: Santander Totta, S.A.</p> <p>Balcony: Avenida Conde Valbom</p> <p>NIB: 0018.0000.39829121001.38</p> <p>Swift Code: TOTAPTPL</p> <p>Total amount to be paid:</p> <p>_____</p>
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<p>Received on: ___ / ___ / ___</p> <p>Signature: _____</p>	<p>Invoiced on: ___ / ___ / ___</p> <p>Signature: _____</p>		

Order Form – Cleaning Services

Payment Conditions: 100% with the application in order to guarantee services

Event Name	International Society for Augmentative and Alternative Communication (ISAAC) – Conference 2014		
Company Name / Booth			
Contact Name			
VAT Number (if applicable)			
Company Address			
City / Town		Province / State	
Postal / ZIP Code		Country	
E-mail		Telephone	
Fax		Mobile Phone	

Service Description	Quantity	Unit Price / sq m	Sub-total
1 st CLEANING		1,50 €/ sq m	
1 st CLEANING AND DAILY CLEANING FOR 2 DAYS		1,85 €/ sq m	
1 st CLEANING AND DAILY CLEANING FOR 3 DAYS		2,30 €/ sq m	
1 st CLEANING AND DAILY CLEANING FOR 4 DAYS		2,70 €/ sq m	
1 st CLEANING AND DAILY CLEANING FOR 5 DAYS		3,00 €/ sq m	
1 st CLEANING AND DAILY CLEANING FOR 6 DAYS		3,40 €/ sq m	

a) Requests received after the stipulated deadline will be charged with an addition of 50%.

Sub-total	
VAT (23%)	
<i>TOTAL</i>	

<p>I authorize you to charge on my credit card:</p> <p><input type="checkbox"/> Visa <input type="checkbox"/> Euro/MasterCard <input type="checkbox"/> Other _____</p> <p>Card No. _____</p> <p>Expiration Date: ___ / ___ / ___</p> <p>Security Code: _____</p> <p>Name on Credit Card: _____</p> <p>Signature: _____</p> <p>Total amount to be paid: _____</p>	<p><input type="checkbox"/> Bank Transfer to:</p> <p>AIP – Feiras, Congressos e Eventos</p> <p>Bank: Santander Totta, S.A.</p> <p>Balcony: Avenida Conde Valbom</p> <p>NIB: 0018.0000.39829121001.38</p> <p>Swift Code: TOTAPTPL</p> <p>Total amount to be paid:</p> <p>_____</p>
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<p>Received on: ___ / ___ / ___</p> <p>Signature: _____</p>	<p>Invoiced on: ___ / ___ / ___</p> <p>Signature: _____</p>		

Order Form – Plants and Flowers

Payment Conditions: 100% with the application in order to guarantee services

Event Name	International Society for Augmentative and Alternative Communication (ISAAC) – Conference 2014		
Company Name / Booth			
Contact Name			
VAT Number (if applicable)			
Company Address			
City / Town		Province / State	
Postal / ZIP Code		Country	
E-mail		Telephone	
Fax		Mobile Phone	

Code	Description	Quantity	Unit Price / Event	Sub-Total
NATURAL PLANTS				
307	PLANTS WITH 60CM HEIGHT		28,30 €	
120	PLANTS WITH 120CM HEIGHT		24,70 €	
120A	PLANTS WITH 120CM HEIGHT		24,70 €	
310	PLANTS WITH 150CM HEIGHT		28,30 €	
300	PLANTS WITH 160CM HEIGHT		37,60 €	
301	PLANTS WITH 160CM HEIGHT		37,60 €	
302	PLANTS WITH 160CM HEIGHT		26,70 €	
303	PLANTS WITH 160CM HEIGHT		26,70 €	
304	PLANTS WITH 170CM HEIGHT		24,70 €	
170	PLANTS WITH 170CM HEIGHT		30,90 €	
170A	PLANTS WITH 170CM HEIGHT		30,90 €	
313	PLANTS WITH 190CM HEIGHT		32,90 €	
321	PLANTS WITH 190CM HEIGHT		32,90 €	
200	PLANTS WITH 200CM HEIGHT		43,20 €	
200A	PLANTS WITH 200CM HEIGHT		43,20 €	
110	SMALL PLANTS		8,70 €	
318	PLANTS WITH 0,20CM HEIGHT		14,40 €	
314	PLANTS WITH 0,30CM HEIGHT		15,90 €	
315	PLANTS WITH 0,30CM HEIGHT		15,90 €	
320	PLANTS WITH 0,30CM HEIGHT		14,90 €	
317	PLANTS WITH 0,40CM HEIGHT		32,90 €	
306	PLANTS WITH 0,60CM HEIGHT		21,60 €	
080	RECTANGULAR FLOWER POT 80X20 CM		31,90 €	
080B	RECTANGULAR FLOWER POT 80X20 CM		31,90 €	

082	RECTANGULAR FLOWER POT 82X36 CM		42,70 €
082B	RECTANGULAR FLOWER POT 75X40X30		42,70 €
W2000	ORQUIDEA PHALAENOPSIS FLOWER		33,50 €
W2001	ORQUIDEA PHALAENOPSIS FLOWER		33,50 €
W2002	ORQUIDEA PHALAENOPSIS FLOWER		33,50 €
W2003	ANTURIO ENVAZADO		33,50 €
	TIBETE		54,40 €
	JARDIM		54,40 €
ARRANGEMENTS WITH NATURAL FLOWERS			
016	ARRANGEMENT FOR COUNTER		105,50 €
013	CENTERPIECE OR DESK		50,40 €
015	CENTERPIECE OR DESK		36,50 €
005	OVAL CENTERPIECE		49,90 €
006	OVAL CENTERPIECE		80,80 €
006B	OVAL CENTERPIECE		84,40 €
001	SPEAKER'S TABLE ARRANGEMENT		94,20 €
004	SPEAKER'S TABLE ARRANGEMENT		225,00 €
007	SPEAKER'S TABLE ARRANGEMENT (FLOOR)		119,40 €
009	LECTERN ARRANGEMENT		144,20 €
010	LECTERN ARRANGEMENT		322,30 €
011	LECTERN ARRANGEMENT		117,40 €
018	COLUMN WITH ARRANGEMENT		165,80 €
019	COLUMN WITH ARRANGEMENT		158,60 €
024 A	ACRYLIC CUBE WITH FLOWERS		15,00 €
040 A	ACRYLIC CUBE WITH FLOWERS		15,00 €
047 A	ACRYLIC CUBE WITH FLOWERS		15,00 €
016	ARRANGEMENT FOR COUNTER		105,50 €
013	CENTERPIECE OR DESK		50,40 €
015	CENTERPIECE OR DESK		36,50 €
005	OVAL CENTERPIECE		49,90 €
006	OVAL CENTERPIECE		80,80 €
006B	OVAL CENTERPIECE		84,40 €
001	SPEAKER'S TABLE ARRANGEMENT		94,20 €
004	SPEAKER'S TABLE ARRANGEMENT		225,00 €
007	SPEAKER'S TABLE ARRANGEMENT (FLOOR)		119,40 €
009	LECTERN ARRANGEMENT		144,20 €
010	LECTERN ARRANGEMENT		322,30 €
011	LECTERN ARRANGEMENT		117,40 €
018	COLUMN WITH ARRANGEMENT		165,80 €
019	COLUMN WITH ARRANGEMENT		158,60 €
BIG ARRANGEMENTS			
023	GREEN BALL Ø 120cm		218,30 €
024	GREEN BALL Ø 90cm		158,60 €
025	GREEN BALL Ø 75cm		138,00 €
026	GREEN BALL Ø 60cm		105,50 €
027	GREEN BALL Ø 40cm		52,50 €
033	GREEN BALL WITH FLOWERS Ø 120cm		400,00 €
034	GREEN BALL WITH FLOWERS Ø 90cm		339,30 €

035	GREEN BALL WITH FLOWERS Ø 75cm		226,60 €
036	GREEN BALL WITH FLOWERS Ø 60cm		174,00 €
037	GREEN BALL WITH FLOWERS Ø 40cm		94,20 €
030	SPEAKER`S TABLE ARRANGEMENT		329,50 €
031	SPEAKER`S TABLE ARRANGEMENT		438,20 €
700	STAGE DECORATION - GREEN LEAVES (m2)		27,30 €
021	STAGE DECORATION-EXOTIC LEAVES AND FLOWERS (m2)		41,20 €
022	STAGE DECORATION - EXOTIC LEAVES		38,00 €

a) Requests received after the stipulated deadline will be charged with an addition of 50%.

Sub-total	
VAT (23%)	
TOTAL	

<p>I authorize you to charge on my credit card:</p> <p><input type="checkbox"/> Visa <input type="checkbox"/> Euro/MasterCard <input type="checkbox"/> Other _____</p> <p>Card No. _____</p> <p>Expiration Date: ___ / ___ / ___</p> <p>Security Code: _____</p> <p>Name on Credit Card: _____</p> <p>Signature: _____</p> <p>Total amount to be paid: _____</p>	<p><input type="checkbox"/> Bank Transfer to:</p> <p>AIP – Feiras, Congressos e Eventos</p> <p>Bank: Santander Totta, S.A.</p> <p>Balcony: Avenida Conde Valbom</p> <p>NIB: 0018.0000.39829121001.38</p> <p>Swift Code: TOTAPTPL</p> <p>Total amount to be paid:</p> <p>_____</p>
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Order Form – Hostesses, Security Guards & Staff

Payment Conditions: 100% with the application in order to guarantee services

Event Name	International Society for Augmentative and Alternative Communication (ISAAC) – Conference 2014		
Company Name / Booth			
Contact Name			
VAT Number (if applicable)			
Company Address			
City / Town		Province / State	
Postal / ZIP Code		Country	
E-mail		Telephone	
Fax		Mobile Phone	

Service Description	Quantity	No. Hours	Unit Price/Hour	Sub-total
HOSTESS (* ¹)			11,85 €/ HOUR	
MASCOT			14,00€/ HOUR	
PORTER			13,50€/ HOUR	
SECURITY GUARD/VIGILANT			12,20€/ HOUR	
LABOUR CREW REGULAR SCHEDULE (FROM 09h00 TO 18h00)			26,50 €/ HOUR	
LABOUR CREW EXTRA HOUR (FROM 18h00 TO 09h00)			39,75 €/ HOUR	
LABOUR CREW EXTRA HOUR (SATURDAY, SUNDAY AND HOLIDAYS)			53,00 €/ HOUR	

a) All the services require a minimum contracting of 4 hours.

Sub-total	
VAT (23%)	
TOTAL	

(*¹) HOSTESSES REQUIREMENTS – LANGUAGES

ENGLISH SPANISH FRENCH OTHER: _____

Observations: _____

<p>I authorize you to charge on my credit card:</p> <p><input type="checkbox"/> Visa <input type="checkbox"/> Euro/MasterCard <input type="checkbox"/> Other _____</p> <p>Card No. _____</p> <p>Expiration Date: ___ / ___ / ___</p> <p>Security Code: _____</p> <p>Name on Credit Card: _____</p> <p>Signature: _____</p> <p>Total amount to be paid: _____</p>	<p><input type="checkbox"/> Bank Transfer to:</p> <p>AIP – Feiras, Congressos e Eventos</p> <p>Bank: Santander Totta, S.A.</p> <p>Balcony: Avenida Conde Valbom</p> <p>NIB: 0018.0000.39829121001.38</p> <p>Swift Code: TOTAPTPL</p> <p>Total amount to be paid:</p> <p>_____</p>
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<p>Received on: ___ / ___ / ___</p> <p>Signature: _____</p>	<p>Invoiced on: ___ / ___ / ___</p> <p>Signature: _____</p>		

Order Form – Parking

Payment Conditions: 100% with the application in order to guarantee services

Event Name	International Society for Augmentative and Alternative Communication (ISAAC) – Conference 2014		
Company Name / Booth			
Contact Name			
VAT Number (if applicable)			
Company Address			
City / Town		Province / State	
Postal / ZIP Code		Country	
E-mail		Telephone	
Fax		Mobile Phone	

Service Description	Quantity	No. Days	Unit price/ Day/ Car	Sub-total
EXHIBITORS PARKING / DAY / CAR			10,41 €	

a) Exhibitors special rate per day.

Sub-total	
VAT (23%)	
TOTAL	

<p>I authorize you to charge on my credit card:</p> <p><input type="checkbox"/> Visa <input type="checkbox"/> Euro/MasterCard <input type="checkbox"/> Other _____</p> <p>Card No. _____</p> <p>Expiration Date: ___ / ___ / ___</p> <p>Security Code: _____</p> <p>Name on Credit Card: _____</p> <p>Signature: _____</p> <p>Total amount to be paid: _____</p>	<p><input type="checkbox"/> Bank Transfer to:</p> <p>AIP – Feiras, Congressos e Eventos</p> <p>Bank: Santander Totta, S.A.</p> <p>Balcony: Avenida Conde Valbom</p> <p>NIB: 0018.0000.39829121001.38</p> <p>Swift Code: TOTAPTPL</p> <p>Total amount to be paid:</p> <p>_____</p>
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SIGNATURE: _____ **DATE:** ____ / ____ / ____

Please send to: AIP Feiras, Congressos e Eventos Fax: +(351) 21 360 1499 E-mail: lisboacc@aip.pt	To be filled by AIP Feiras, Congressos e Eventos	
	Received on: ____ / ____ / ____ Signature: _____	Invoiced on: ____ / ____ / ____ Signature: _____

Order Form – Other Services Request

Event Name	International Society for Augmentative and Alternative Communication (ISAAC) – Conference 2014		
Company Name / Booth			
Contact Name			
VAT Number (if applicable)			
Company Address			
City / Town		Province / State	
Postal / ZIP Code		Country	
E-mail		Telephone	
Fax		Mobile Phone	

If you need any other service, please describe it in the space below.

<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

We will get back to you, as soon as possible, with further details and pricing.

SIGNATURE: _____ **DATE:** ____ / ____ / ____

Please send to: AIP Feiras, Congressos e Eventos Fax: +(351) 21 360 1499 E-mail: lisboacc@aip.pt	To be filled by AIP Feiras, Congressos e Eventos	
	Received on: ____ / ____ / ____ Signature: _____	Invoiced on: ____ / ____ / ____ Signature: _____



**16th Biennial Conference
of ISAAC**

21 to 26 July 2014

SHIPPING INSTRUCTIONS

Agility Fairs & Events Portugal

Phone: 00351 21 3926 800

E-mail: fairs_portugal@agilitylogistics.com

Maurício Neves

mneves@agilitylogistics.com

Sara Tavares

satavares@agilitylogistics.com



INTRODUCTION

Dear Exhibitor,

These instructions will assist you in preparing for the correct and timely dispatch of your exhibits for ISAAC Conference in Lisbon. We suggest that you read these instructions.

We ask that you to pass these instructions to your freight forwarder for their information so that your exhibits can be correctly dispatched and consigned to us, as failure to comply with the deadlines and instructions will cause unnecessary delays in clearance and may lead to additional expenses being incurred.

Please read these instructions carefully, and note that all work undertaken by Agility Fairs & Events is done so in accordance with our Standard Terms & Conditions, copy to be found on the following link: www.agilitylogistics.com.au/standardterms&conditions.pdf Shipments consigned to Agility Fairs & Events will indicate acceptance of our Standard Terms & Conditions contained herein, and any quote or tariff supplied by Agility Fairs & Events.

These guidelines are compiled to assist in the speedy and economic clearance of exhibition cargo. If for any reason you cannot comply with any part of our guidelines, then please check with us prior to sending the freight, so together we can work toward securing the clearance/s in time for you to properly set up your stand.


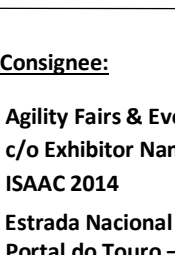
Consignment of goods to Agility Fairs & Events indicates acceptance of these guidelines, terms and conditions contained herein, and any tariff or quote sent.

Please take note of the invoice requirements. It is in your financial interest to read these files thoroughly. Also note the inclusions and exclusions, such as:



Agility's responsibility is to deliver your shipment to the venue on your assigned target date.

Agility Fairs and Events will accept no responsibility for late or non-delivery to the venue/s if these guidelines and/or recommendations are not followed.

CONSIGNEE INSTRUCTIONS (Road):

 <p><u>ADVANCED WAREHOUSE</u></p>	<p><u>Consignee:</u></p> <p>Agility Fairs & Events c/o Exhibitor Name ... / Hall ... / Stand ... ISAAC 2014</p> <p>Estrada Nacional nº 10 Km 126,5 Portal do Touro – Sobralinho 2615-701 Alverca Portugal</p> <p><u>Notify:</u></p> <p>Agility Fairs & Events Mr Maurício Neves Tel: +0351 213926800 e-mail: mneves@agilitylogistics.com</p>
 <p><u>DIRECT UNLOAD</u></p>	<p><u>Consignee:</u></p> <p>Agility Fairs & Events c/o Exhibitor Name ... / Hall ... / Stand ... ISAAC 2014</p> <p>Lisboa Congress Centre Praça das Industrias 1300-307 Lisboa</p> <p><u>Notify:</u></p> <p>Agility Fairs & Events Mr Maurício Neves Tel: +0351 213926800 e-mail: mneves@agilitylogistics.com</p>

CONSIGNEE INSTRUCTIONS (Air/Sea):

	<p><u>Consignee:</u></p> <p>Agility Fairs & Events c/o Exhibitor Name ... / Hall ... / Stand ... ISAAC 2014 Estrada Nacional nº 10 Km 126,5 Portal do Touro – Sobralinho 2615-701 Alverca Portugal</p> <p><u>Notify:</u></p> <p>Agility Fairs & Events Mr Maurício Neves Tel: +0351 21392600 e-mail: mneves@agilitylogistics.com</p> <p>Pls use Lisbon Airport (LIS)</p>
	<p><u>Consignee:</u></p> <p>Agility Fairs & Events c/o Exhibitor Name ... / Hall ... / Stand ... ISAAC 2014 Estrada Nacional nº 10 Km 126,5 Portal do Touro – Sobralinho 2615-701 Alverca Portugal</p> <p><u>Notify:</u></p> <p>Agility Fairs & Events Mr Maurício Neves Tel: +0351 213926800 e-mail: mneves@agilitylogistics.com</p> <p>Pls use Lisbon port</p>



CUSTOMS FORMALITIES/ FREQUENTLY ASKED QUESTIONS:

How is my shipment cleared through Portuguese Customs?

Depending on your needs, we can clear your shipment in one of three ways:

- Permanent Duty-Paid Entry: used for all goods which will remain in Portugal and will not be re-exported. This includes all giveaway items such as brochures and samples.
- Temporary Entry: allows temporary import into the Portugal without paying duties or taxes.
- ATA Carnet: goods are imported without the payment of Customs duties and taxes, but may not be given away or sold. All items must be re-exported at the end of the show.

What documents are needed?



In order to clear the goods, we will need the following documents:

- Single master AWB/BL and separate HAWB/BL for each individual entry in the shipment.
- Commercial invoices in *English* giving full description and value for each item contained in the shipment. The invoice should be issued to your company c/o the exhibition.
- Separate invoices for temporary and permanent items are required.
- Packing list giving weight and dimensions of each package. This information may be included on your commercial invoice.
- Insurance certificate copy with the name of the local settlement agent in the Portugal.

How it works courier shipments (DHL; UPS; FEDEX) through Portuguese Customs?



- It doesn't. As the customs clearance is severe, courier shipments easily stay in bond warehouse for more than a week occurring in storage charges.
- Upon arrival, shipments are often delivered to the handling airport company and closed as "delivered" but they aren't.
- Payment of Taxes & Duties is always to be paid.

REQUIRED DOCUMENTATION AT A GLANCE

	<p><u>AIR FREIGHT CONSIGMENTS</u></p> <p>The following documents are required:</p> <ul style="list-style-type: none"> • Air Waybill • Commercial Invoice • Packing List • Insurance Policy (if applicable) • Brochure (if applicable)
	<p><u>SEA FREIGHT CONSIGMENTS</u></p> <p>The following documents are required:</p> <ul style="list-style-type: none"> • Bill of Lading (Express Release BL) • Commercial Invoice indicating HS Codes • Packing List • Insurance Policy (if applicable) • Brochure (if applicable)



ARRIVAL DEADLINES

	<p><u>CARGO ARRIVAL DEADLINE VIA AIRFREIGHT</u></p> <p>Your cargo Freight needs to arrive at Lisbon Airport (LIS): 16 July 2014</p> <p><u>DOCUMENT DEADLINES FOR AIRFREIGHT:</u></p> <p>Please ensure you send us full pre alert as soon as possible.</p> <p>Original documents need to be attached to the AWB</p> <p>Please note these deadlines are subject to General Cargo For restricted items / DG Goods and perishable food items you will need to contact our office for confirmation of arrival deadlines</p>
	<p><u>CARGO ARRIVAL DEADLINE VIA SEAFREIGHT</u></p> <p>Your cargo Freight needs to arrive at Lisbon Port:</p> <ul style="list-style-type: none"> •FCL CARGO: 11 July 2014 •LCL CARGO: 14 July 2014 <p><u>DOCUMENT DEADLINES FOR SEAFREIGHT:</u></p> <p>Please ensure you send us full pre alert PRIOR to vessel departure.</p> <p>Please note these deadlines are subject to General Cargo For restricted items / DG Goods and perishable food items you will need to contact our office for confirmation of arrival deadlines</p>



Preparation:

Plan to ship early

Advance planning reduces your shipment costs. With increasing security procedures causing delays to and from Portugal, **it is imperative that you meet the deadlines above**. Note that dates above are deadlines, not targets. Arrivals up to 3 weeks before the deadlines are welcome & encouraged. Please notify Agility Fairs Portugal once arrangements are made.

How to ship

Choose the method of shipment that works best for your exhibit.

Select ocean freight if your schedule allows for up to 6 weeks transit. Choose air freight for a much shorter transit time. Small ocean freight shipments (shipments under 1 cubic meter) incur several minimum charges, so air freight is sometimes less expensive than sea freight for small shipments.

Be aware that couriers in your home country do not give out accurate Customs information.

Notification

You must notify Agility Fairs & Events of the details of your shipment.

List Agility Fairs & Events at the above address as the notify party on all shipping documents.

All shipping documents must be e-mailed or faxed to Agility Fairs & Events as soon as they're issued.

Only then can Agility Fairs & Events clear your shipment through Portuguese Customs.

Details:

Labeling and Packing

Portuguese Customs requires that all goods be permanently marked with their country of origin. Clearly label every piece with your company name, the name of the show and your booth number. Large labels work best. Be sure that your packing materials are adequate protection for both the means of transport and the sensitivity of your goods.

Wood Packing Materials

All wood packaging must be treated and marked. This includes crating, pallets, cases, skids and dunnage. Shipments packed in non-treated and marked wood material will not be permitted entry by Portuguese Customs and will be re-exported at the shipper's expense.

Documentation

Prepare a commercial invoice in English with complete descriptions and model/serial numbers. List harmonized tariff (HTS) numbers for each line item on the invoice.

Include a packing list with the dimensions, gross and net weights of each package shipped.

Insurance

Take out adequate insurance to cover the value of your exhibit to and from the show.

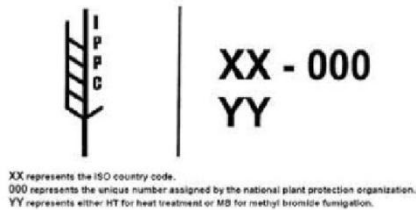
INSURANCE COVER

While all care is taken by Agility Fairs & Events in handling shipment, no liability is accepted for any internal or non-visible irregularities to the contents of your shipment. We strongly recommend exhibitors to insure shipment for the conveyance from origin to stand including the transit storage in our advance warehouse. All transactions are undertaken subject to our Standard Trading Conditions.



PACKING & LABELING

We suggest that your goods are well packed. Any wooden packaging must be ISPM 15 treated and stamped as per the below example. Please contact us for further information if you are unsure about ISPM 15 requirements.



To ensure your goods can be quickly located at site or during transit, please mark each case/carton as follows, on at least 2 sides:

<p>“Exhibiting Company Name” c/o ISAAC 2014</p> <p>Booth No. _____</p> <p>Lisbon, PORTUGAL</p>
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TARIFF

Lisbon Congress Center - Portugal

Consolfreight or part load

1 cbm = 333 Kg / each initial 100 Kg / Min. 200 kg

Basic Service Charge, per Shipment / Order / Way € 125,00

Additional Handling costs ex arrival warehouse, incl. 7 days storage before show starts, or after end of the show and incl. delivery to booth one time spotted or vice versa so each single way per beginning 100 kg € 25,50

Pick up or delivery orders after 17.30 and on weekend / public holiday additional 50%

Forklift for unloading / loading directly

Forklift incl. driver for direct unloading / loading from truck, each half hour – MIN. 1 hour € 85,00

Forklift orders after 17.30 and on weekend / public holiday additional 50%
Special or additional equipment on request

Labourer

Labourer per beginning hour,

Monday to Friday 07.00 – 17.30 € 43,00

Work orders after 17.30 and on weekend / public holiday additional 50%
Minimum 2 Std.

Empty storage

Pick up of empty packing material, storage during the show and delivery back to booth after show ends, per beginning cbm and per piece (Min. 2 cbm) € 45,00

Courrier shipments

Receiving, storage and delivery per shipment € 35,00

Surcharges / excluduing:

Documentation fee each order € 15,00

All not mentioned charges such as freight to and from venue, customs clearance, accessible storage etc. on single request.

23% VAT applies



OFFICE

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