



EXHIBITOR'S ORDER LIST

Official Supplier: PROELECTRO LTD

Stand Construction, Furniture, Power & Lighting, Audio Visual, Flooring and Plant Hire

EXHIBITION: COPHy 2024 -15th Annual Congress on Controversies in Ophthalmology

VENUE: Divani Caravel hotel, Athens Greece

DATES: 15-16 March 2024

Form due: 31st of January 2024

Main office & warehouse: Theodora 10A, Metamorfosi, Athens, GR-14452 W. www.proelectro.gr T. +30.213.002.0750



OCCUPATIONAL HEALTH & SAFETY
MANAGEMENT SYSTEMS CERTIFICATION


OCTANORM SHELL SCHEME BOOTH ORDER FORM

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

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

PLAIN BOOTH PACKAGE
The plain package includes:

- Construction of booth from aluminum frames, color silver, stand wall partitions from melamine of 2,50m height.
- 3X Closed sides.
- Company name printed in B/W in the front fascia with dimensions 1,00m width X 0,25m height - **Please advise the name you want to be printed on the front fascia**
- Complete electrical installation 1KW
- 3X Spotlights
- Electric connection for up to 1KW with 1X socket
- Grey carpet

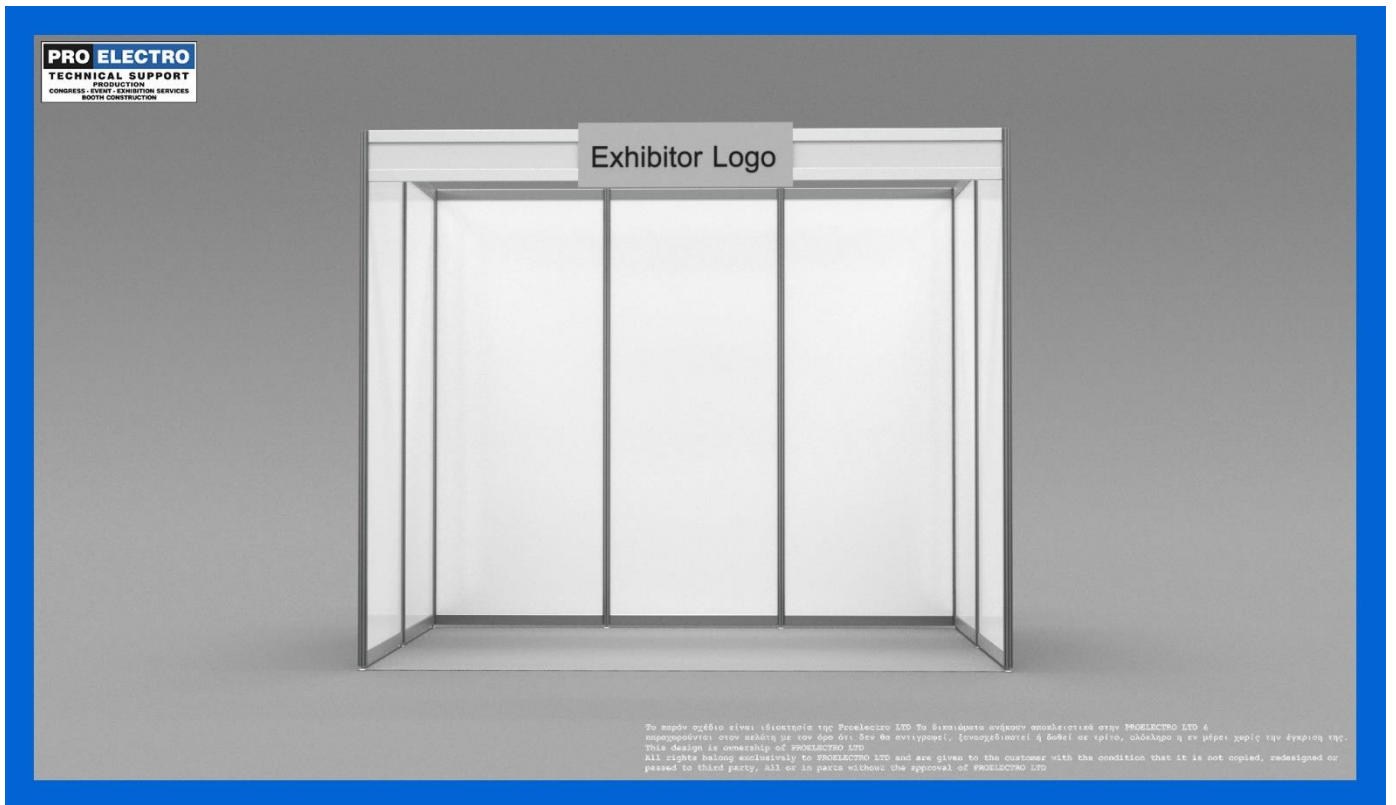
Booth Dimensions	Total m ²	Cost per m ²	TOTAL COST
Specify No. of booth, dimensions and sqm.		110 €	€
Carpet	Total m ²	Cost per m ²	TOTAL COST
Grey		10 €	€

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



OCTANORM SHELL SCHEME 3D RENDER SAMPLE

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



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Main office & warehouse: Theodora 10A, Metamorfofi, Athens, GR-14452 W. www.proelectro.gr T. +30.213.002.0750




BOOTH PRINTINGS ORDER FORM

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

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

BOOTH PRINTINGS

BOOTH BACKWALL PRINTINGS	QUANTITY	COST	TOTAL
Booth Printings. Printing on Kappa Forex 10mm Printing on Forex 10mm (one tile per panel) will be placed on entire booth producing high end look, Prices include installation, consumables, 3D.		250 € per panel (100X250 cm) OR 120 € per m²	

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		40 €	
Extra fascia 1m for side of open booth with 4-color logo included	Printing on 10mm Forex Dimensions: W1mXH.25m		60 €	
Fascia printing for 3m length	Printing on 10mm Forex Dimensions: W3mXH.25m		100 €	
Fascia printing for 6m length	Printing on 10mm Forex Dimensions: W6mXH.25m		200 €	


BOOTH PRINTINGS ORDER FORM

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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 during the setup of the congress, an additional cost of 150 € per side will be charged.

YES

If yes, please also circle which side you want open:

BOTH LEFT RIGHT
NO
**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,
- Files scaled 1:1 at least 120 dpi or 1:2 at least 200dpi

- **Deadline for prints:**

35 days prior the setup

- **For inquiries please contact:**

Mr. Panos Evripidou or

Ms. Angelina Petridi

+302130020750

- **Tel. number:**

- **Files should be emailed to:**

pevripidou@proelectro.gr and

angelina@proelectro.gr


POWER SUPPLY ORDER FORM

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

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

INSTALLATION OF INITIAL ELECTRICAL SUPPLY FOR 1 KW PER STAND (mandatory for custom booth building companies)

1KW per stand	PLEASE FILL IN YOUR BOOTH NUMBER BELOW AND YOUR TOTAL m ²	Cost per m2	Total cost
	m ²	25 €	

INSTALLATION OF ADDITIONAL POWER SUPPLY FOR LOADS OVER 1 KW

Mandatory to ALL exhibitors

COST PER ADDITIONAL 500WATT	QUANTITY OF EXTRA 500WATT REQUIRED	TOTAL COST
50 €	 €

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

For over 4KW power supply cables and electrical switch boards are mandatory and are provided only by Proelectro.


POWER SUPPLY ORDER FORM

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Company title: _____	Contact Name: _____
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RENTAL OF ADDITIONAL ELECTRICAL SUPPLY AND ELECTRICAL SWITCH BOARDS
FOR POWER SUPPLY OVER 4KW, IT IS MANDATORY TO ORDER ONE OF THE FOLLOWING

RENTAL OF SWITCH BOARDS

DESCRIPTION	QUANTITY	PRICE PER ITEM	TOTAL PRICE
Electrical switch board (6 switches)		320 €	
Electrical switch board (12 switches)		425 €	
Electrical switch board (16 switches)		540 €	

RENTAL OF POWER SUPPLY CABLES FOR SWITCH BOARDS

DESCRIPTION	QUANTITY	PRICE PER ITEM	TOTAL PRICE
16A 5x2.5mm power supply cables		320 €	
32A 5x10mm power supply cables		375 €	
MULTISOCKET		30 €	


ELECTRICAL ACCESSORIES ORDER FORM

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

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

ELECTRICAL ACCESSORIES

DESCRIPTION		QUANTITY	PRICE PER ITEM	TOTAL PRICE
SPOTLIGHT	100W		30 €	
LED	A.21W B.60W C.80W LED (CIRCLE ONE CHOICE)		A.40 €, B.80 €, C.120€	
FLOODLIGHT	150W IODINE		55 €	
FLOODLIGHT	500W IODINE		80 €	
FLOODLIGHT	150W HQI		130 €	
FLOODLIGHT	400W HQI		245 €	
FLOODLIGHT	500W HQL		300 €	
MULTI SOCKET	3 PLUGS		25 €	


FURNITURE LIST ORDER FORM

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

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

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 WHITE	85 €		
S2	STAINLESS STOOL / WHITE LEATHER	55 €		
S3	STOOL WHITE LEATHER	50 €		
S4	STOOL BLACK LEATHER	50 €		
S5	STOOL WHITE PLASTIC	65 €		
S6	STOOL HIGH SEAT BLACK LEATHER	75 €		
S7	STOOL HIGH SEAT WHITE LEATHER	75 €		
S8	STOOL HIGH SEAT BEIGE LEATHER	75 €		
S9	METALLIC WHITE STOOL	65 €		
S10	STOOL WHITE plastic with wooden legs	95 €		
S11	STOOL WHITE plastic with wooden legs	95 €		
S12	STOOL BLACK plastic with wooden legs	95 €		
S13	STOOL HIGH SEAT WHITE LEATHER	70 €		
S14	STOOL HIGH SEAT BLACK LEATHER	70 €		
S15	STOOL HIGH SEAT RED LEATHER	70 €		
S16	STOOL WHITE low back	65 €		
S17	STOOL WHITE	85 €		
S18	STOOL SILVER	65 €		
S19	STOOL RED	65 €		
S20	STOOL BLUE	65 €		
S21	STOOL HIGH BACK BLUE	65 €		
S22	STOOL HIGH BACK ORANGE	65 €		
S23	STOOL ORANGE	65 €		
S24	STOOL HIGH BACK WHITE	65 €		
CR01	WHITE MOLDED CHAIR with wooden legs	95 €		
CR02	WHITE MOLDED DEMY CHAIR with wooden legs	95 €		
CR03	WHITE MOLDED CHAIR with wooden legs	95 €		
CR04	WHITE CHAIR from polypropylene	50 €		
CR05	WHITE CHAIR with wooden legs	95 €		
CR06	RIGOTE GREY CHAIR with wooden legs	95 €		

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Company title: _____	Contact Name: _____
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Address: _____	Stand Number: _____
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CR07	WHITE CHAIR plastic with nickel frame	60 €		
CR08	BLACK CHAIR plastic with nickel frame	60 €		
CR09	CHAIR BLACK	55 €		
CR10	PLASTIC CHAIR WHITE – NICKEL FRAME	70 €		
CR11	PLASTIC CHAIR RED – NICKEL FRAME	85 €		
CR12	WHITE LEATHER CHAIR with metallic legs	110 €		
CR13	FOLDING CHAIR PLASTIC, WHITE COLOUR	25 €		
CR14	FOLDING CHAIR PLASTIC, BLACK COLOUR	25 €		
CR15	CHIAVARI CHAIR WHITE WITH WHITE LEATHER SEAT	60 €		
CR16	CHAIR BLACK WITH writing plate	55 €		
CR17	GHOST CHAIR	135 €		
CR18	GHOST ARMCHAIR	140 €		
CR19	WHITE ARMCHAIR from polypropylene	60 €		
CR20	WHITE ARMCHAIR from polypropylene with wooden legs	105 €		
CR21	WHITE MOLDED CHAIR with wooden legs	100 €		
CR22	WHITE LEATHER ARMCHAIR	190 €		
CR23	WHITE LEATHER ARMCHAIR	250 €		
CR24	WHITE LEATHER ARMCHAIR	250 €		
CR25	RED LEATHER ARMCHAIR	250 €		
CR26	BLACK LEATHER ARMCHAIR	250 €		
CR27	WHITE LEATHER ARMCHAIR	190 €		
CR28	WHITE LEATHER ARMCHAIR	190 €		
CR29	GREY FABRIC CHAIR with wooden legs	280 €		
CR30	YELLOW FABRIC CHAIR with wooden legs	280 €		
CR31	DESK/OFFICE ARMCHAIR	90 €		
CH01	2-SEATER WHITE COUCH	450 €		
CH02	COUCH CORNER PIECE / WHITE (other colors available upon request) PER PIECE – PER CORNER	225 €		
CH03	EXTRA PIECE ADD ON (IN BETWEEN) COUCH: WHITE	200 €		
CH04	COUCH CORNER PIECE / BLACK (other colors available upon request) PER PIECE – PER CORNER	225 €		
CH05	EXTRA PIECE ADD ON (IN BETWEEN) COUCH: BLACK	200 €		
CH06	LOW STOOL WHITE LEATHER	80 €		
CH07	3-SEAT COUCH - LIGHT BROWN FABRIC WITH WOODEN LEDS L180cm	400 €		

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CH08 COZY	COZY 2-SEAT SOFA GREIGE FABRIC COVER L110 x D85 x H72cm	350 €		
CH09 COZY	COZY 4-SEAT SOFA GREIGE FABRIC COVER L220 x D85 x H72cm	700 €		
CH10 SYLLABLE	CORNER piece W85 x D80 x H68cm – white leather sofa with dark brown wooden legs	280 €		
CH11 SYLLABLE	3-SEAT L180 x D65 x H68cm – white leather sofa with dark brown wooden legs	600 €		
CH12	SUMO – 4-SEAT SOFA – White fabric	1.000 €		
CH13	SUMO – 2-SEAT SOFA – White fabric	500 €		
CH14	DUMO - CORNER SOFA – White fabric	400 €		
CH15	SUMO – 8-SEAT LEATHER WHITE	1000 €		
CH16	SUMO - QUARTER ROUND LEATHER	500 €		
CH17	SUMO – 1-SEAT LEATHER STOOL	150 €		
CH18	SUMO – 2-SEAT WHITE LEATHER STOOL	300 €		
CH19	SUMO – 12-SEAT ROUND WHITE LEATHER – 5 PCS SET	2000 €		
CH20	SUMO – 6-SEAT HALF ROUND LEATHER SOFA (2 PCS)	860 €		
CH21	SUMO – 6-SEAT S-SHAPE LEATHER SOFA (2 PCS)	860 €		
TP 01	GLASS TABLETOP R100	190 €		
TP 02	GLASS TOP BAR TABLE	120 €		
TP 03	WHITE TOP BAR TABLE 60cm diameter	100 €		
TP 04	WHITE TOP BAR TABLE 60cm diameter	100 €		
TP 05	WOOD TOP TABLE	150 €		
TP 06	WOOD LOW TOP TABLE	150 €		
TP 07	WHITE STAND TABLE with wooden legs	150 €		
TP 08	Mack BAR TABLE with wooden legs	150 €		
TP 09	PLEXI GLASS HIGH TABLE ILLUMINATED 75X45X H.104 cm	250 €		
TP 10	BLACK PLEXI GLASS HIGH TABLE ILLUMINATED 75X45X H.108 cm	280 €		
TP 11	PLEXI TABLE WITH LIGHT 70 x H.106,5 cm	230 €		
TP 12	PLEXI TABLE WITH LIGHT 70 X H.55 cm	230 €		
TP 13	PLEXI TABLE WITH LIGHT 60 X H.55 cm	230 €		
TP 14	WOODEN TOP PLEXI TABLE 75 X H.55 cm	230 €		
TP 15	PLEXI TABLE WITH LIGHT r60 X H.102 cm	280 €		
TP 33	STRETCH-COCTAIL TABLE BLACK COVER	220 €		
TP 34	STRETCH-COCTAIL TABLE WHITE COVER	220 €		
TP 16	COFFEE TABLE with wooden legs 70 xH.80cm	170 €		
TP 17	COFFEE TABLE with wooden legs 60 xH.80cm	170 €		
TP 18	COFFEE TABLE with wooden legs 60 xH.40cm	170 €		
TP 19	COFFEE TABLE with wooden legs 60 xH.70cm	170 €		
TP 20	BLACK GLASS COFFEE TABLE / LONG	100 €		
TP 21	GLASS COFFEE TABLE	150 €		
TP 22	CLEAR PLEXI COFFEE TABLE	150 €		
TP 23	WHITE PLEXI COFFEE TABLE	180 €		
TP 24	ILLUMINATED WHITE CUBE COFFEE TABLE	120 €		
TP 25	WOOD TABLETOP WITH TABLECLOTH (black, blue or white)	100 €		
TP 26	WHITE WOODEN TABLE 120x50x90	220 €		
TP 27	WHITE WOODEN TABLE 150x50x110	180 €		
TP 28	WHITE WOODEN TABLE 150x50x93	180 €		
TP 29	WHITE WOODEN TABLE 120x50x100	180 €		


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TP 30	WHITE PLEXI GLASS TABLE ILLUMINATED – 80X50X H.50 cm	250 €		
TP 31	WHITE PLEXI GLASS TABLE ILLUMINATED – 100X30X H.60 cm	320 €		
TP 32	WHITE PLEXI GLASS OVAL TABLE ILLUMINATED 75X45X H.47,5 cm	280 €		
TP 33	CLEAR PLEXI CUBE (50x50x50cm)	180 €		
TP 34	WHITE WOODEN CUBE (50x50x50cm)	150 €		
G1	WHITE TOP TABLE – MEROFORM STRUCTURE	180 €		
G2	WHITE TOP TABLE – CLOSED FROM 3 SIDES – MERO STRUCTURE	300 €		
SH 01	SHOWCASE & STORAGE LOCKABLE SHORT	240 €		
SH 02	LOCKABLE CABINET/GREY	150 €		
SH 03	LOCKABLE LOCKERS (9 lockers per set)	500 €		
SH 04	SHOWCASE & STORAGE GLASS TOP	380 €		
SH 05	GLASS SHOWCASE TALL 50X50X H.160 cm	180 €		
SH 06	SHOWCASE WITH LOCKABLE STORAGE AND GLASS TOP	500 €		
SH 07	RECEPTION WITH LOCKABLE STORAGE – RGB LED LIGHT	220 €		
SH 07-P	LOGO PRINTING FOR THE FRONT SIDE	80 €		
SH 08	SHOWCASE & STORAGE LOCKABLE TALL	290 €		
SH 09	GLASS SHOWCASE LOCKABLE	240 €		
R1	RECEPTION WHITE MEROFORM STRUCTURE non lockable	150 €		
R1-P	PRINTINGS ON THE MEROFORM RECEPTION dimensions 1x1m	120 €		
R2	RECEPTION WITH STORAGE	220 €		
R2-P	VISUAL PRINTINGS FOR FRONT SIDE	120 €		
R3	LIGHT BOX WITH LOCKABLE STORAGE	220 €		
R3-P	VISUAL PRINTINGS FOR FRONT SIDE	120 €		
R4	RECEPTION WITH STORAGE	350 €		
R4-P	VISUAL PRINTINGS FOR FRONT SIDE	210 €		
R5-P	VISUAL backlit PRINTINGS FOR FRONT SIDE	220 €		
R5	RECEPTION WITH PLEXI TOP, INNER SHELVES & LED RGB LIGHTING	600 €		
R6	RECEPTION counter	260 €		
R7	RECEPTION counter	250 €		
R7-P	RECEPTION counter BRANDING	150 €		
R8	RECEPTION COUNTER WITH STORAGE	350 €		
R9	RECEPTION WITH SHELF	200 €		
R9-P	VISUAL PRINTINGS FOR FRONT SIDE	150 €		

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R10	WHITE RECEPTION LEFT CORNER lockable & shelve (110X80X103HX30)	450 €		
R11	WHITE RECEPTION RIGHT CORNER lockable & shelve (110X80X103HX30)	450 €		
R12	COUNTER WITH LOCKABLE STORAGE	220 €		
R12-P	LOGO PRINTING FOR THE FRONT SIDE	120 €		
FGI 1	GREY MINI REFRIGERATOR	160 €		
FGI 2	WHITE REFRIGERATOR	200 €		
FGI 3	FREEZER WHITE TOP OPEN CRYSTAL DOOR	300 €		
FGI 4	FREEZER WHITE TOP SLIDE FROSTED DOOR	300 €		
BD 1	ALUMINUM / PLEXI GLASS BROCHURE STAND	110 €		
BD 2	ALUMINUM / PLEXI GLASS BROCHURE STAND (accordion)	100 €		
BD 3	BROCHURE STAND	110 €		
BD 4	BROCHURE STAND	110 €		
BD 5	BROCHURE STAND PLEXI glass desk-mounted	35 €		
CARPET	CARPET: SPECIFY CODE FROM LIST OF ACCESSORIES: _____	10 € per m2		
C1	COAT RACK	30 €		
C2	FLIP CHART BOARD	120 €		
C2-B	FLIP CHART PAPER	35 €		
C3	BLACK SMALL METALLIC BIN	15 €		
C4 – C5	GARBAGE BINS 100L or 60L	100 €		
C6	ROPE SEPARATORS	70 €		
H1	HOSTESSES (minimum charge 4 hours) (badge scanning, distribute of flyers, catering serving)	30 € per hour		
CS1	Booth basic cleaning	UPON REQUEST		
INTERNET	Internet dedicated line	UPON REQUEST		

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Flowers

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

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Email: _____	Phone: _____
Address: _____	Stand Number: _____
Country: _____	Vat Id Number: _____

PLANTS / FLOWERS BOUQUETS
MORE PLANTS / FLOWERS AVAILABLE ON REQUEST.
SHOULD YOU HAVE A PARTICULAR REQUEST PLEASE SEND US AN EMAIL AT info@proelectro.gr

CODE	DESCRIPTION	PRICE €	QTY	TOTAL
BOUQUET-11	Berlin – bouquet with sunflowers	100 €		
BOUQUET-12	Denver – bouquet with various flowers	70 €		
BOUQUET-13	Rio – bouquet with sunflowers	60 €		
BOUQUET-14	Boston – bouquet with white flowers	60 €		
PLANT 1	Alocasia with ceramic cachepot	60 €		
PLANT 2	Hortensia with ceramic cachepot	50 €		
PLANT 3	Small Olive tree with ceramic cachepot	60 €		
PLANT 4	Anthurium with ceramic cachepot	80 €		
PLANT 5	Zamia with ceramic cachepot	120 €		
PLANT 6	Ficus Benjamin at approx. 170cm height	300 €		
PLANT 7	Schefflera with ceramic cachepot	120 €		
SUCC 1	Succulent plant in small ceramic cachepot	60 €		
SUCC 2	Small Sansevieria with white or black ceramic cachepot	50 €		
SUCC 3	Tall Sansevieria with ceramic cachepot	120 €		

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AV EQUIPMENT

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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

	TV 32" HD	250 €		
	TV 42" HD	480 €		
	TV 55-60" UHD	720 €		
	TV 72-79" UHD 4K	1.320 €		
	TV 82-86" UHD 4K	1.800 €		
	TV MULTI-TOUCH 43-55"	1.590 €		
PSS1	TV Base floor-stand	100 €		
PSS2	Wall-mounted base for TV	100 €		
IPD1	iPad Air wi-fi (9,7" IOS7)	200 €		
AV	PROJECTOR 5000 Ansi Lumen	750 €		
AV	PROJECTOR 7000 Ansi Lumen	1.050 €		
AV	PROJECTOR 12000 Ansi Lumen	2.700 €		
AV2 / AV2A	PROJECTOR SCREEN 2mX2m & 3mX2m	55 € per day		
AV4	Laptop – Cost depending on specs required for the laptop	Cost <u>from</u> 240 €		
STS 03	STAND WITH 21" ALL-IN-ONE PC WITH TOUCH SCREEN	750 €		
LW	LEDWALL (includes LED-controller & basic media player) – Prices starting from	450 € per m2 / per day		
PRI 1	Printer inkjet colored A4 – cost includes 100 copies.	300 €		
PRI 1-COPIES	Additional copies	0,08 € per copy		
PRI 2	Printer laser (B/W or colored) Network – cost includes 1000 copies	500 €		
PRI 2-COPIES	Additional copies	0,10 € per copy		


SPECIAL REQUESTS ORDER FORM

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

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

SPECIAL REQUESTS SECTION – Prices quoted on request.

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., mcs, plasma TV 84" or video wall HD, projectors, laptops, etc.

VIDEOTAPING – PHOTOGRAPHER: Please send us your requirements i.e. dates, times, etc.


SPECIAL REQUESTS ORDER FORM

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

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

MANPOWER: Please specify your requirements (loading-unloading, construction work, etc.)

IT: Please specify your requirements

UPS, DC/AC STABILIZERS, TRANSFORMERS: Please specify your requirements


TOTAL RENTAL COST - SIGNATURE OF ACCEPTANCE

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

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



PAYMENT POLICIES & TYPES OF PAYMENT

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

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

PAYMENT POLICIES – DETAILS

1st DEPOSIT:	50% deposit is required no later than 1,5 months prior the setup date
FINAL PAYMENT	20% deposit is required no later than 1 month prior the setup date
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:	Stadiou str. 40, 10564, Athens, Greece
IBAN:	GR6501402090209002330000190
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 3% service fee will apply to the total charge.

Note. PROELECTRO reserves the right to deny services should the above deposit terms not be respected.

CANCELLATION OF SERVICES

In case of cancellation of services from the exhibitor, if the confirmation and deposit of amount has been made, no refund will be possible.



PAYMENT POLICIES & TYPES OF PAYMENT

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

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

Up to 45 days before the set-up of the congress	No cancellation penalties will apply
45-30 days before the set-up of the congress	50 % will not be refunded
29-20 days before the set-up of the congress	80 % will not be refunded
From 19 days up to the day of the setup 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
45-30 days before the set-up of the congress	Above prices increase 15%
29-15 days before the set-up of the congress	Above prices increase 25%
From 15 to 10 days before the set-up of the congress	Above prices increase 50%
From 9 days before the set-up of the congress	Above prices increase 100% upon availability
For on-site orders	Above prices increase 100% + transportation charges

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