

Order form Satellite symposia ESC Congress 2013

Banqueting

Mail | bqt@rai.nl

Phone | +31(0)20 549 1812



Dear Exhibitor,

With this form we would like to inform you about our assortment of catering packages for your satellite symposia during ESC Congress 2013.

Please keep in mind the following;

- The components of the additional costs can't be changed
- Catering will be served within the lecture room
- The following order will be valid after confirmation by Amsterdam RAI Exhibitor Services
- Please send back the order form no later than August 2nd 2013
- All prices are per person and exclusive VAT
- Once the order is confirmed we will send you a pre invoice of 80%
- The final invoice will be send within approximately 2 weeks after the event

Please feel free to contact us if you have any further questions. We look forward to work with you on a successful ESC Congress 2013.

**Kind regards,
Banqueting sales team
Amsterdam RAI, Exhibitor Services**

Company name

Invoice address

Date event

Number village :

Room name:

Session number:

Expected number of guests

Contact person onsite & mobile number onsite

PO Number



CATERING

Please check the menu form for the package details.

PRODUCT	TIME	AMOUNT
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Lunch Boxes

Lunchbox package 1		€ 13,10	
Lunchbox package 2		€ 16,10	
Lunchbox package 3		€ 17,10	
Lunchbox package 4		€ 17,10	

Food packages

Food package 1		€ 8,80	
Food package 2		€ 9,20	
Food package 3		€ 10,10	
Food package 4		€ 5,20	

Beverage packages

Beverage package 1		€ 3,75	
Beverage package 2		€ 4,10	
Beverage package 3		€ 4,25	

Additional costs

Lunchboxes:

We will charge you **€ 2,00** per person. This service includes materials, napkins and catering staff.

Food packages:

We will charge you **€ 7,50** per person. This service includes materials, napkins and catering staff.

Please note all mentioned prices are per person

APPROVAL

We thank you for your order!

If you are interested in a tailor made proposal for a stand party or if you have any further questions please feel free to contact us at bqt@rai.nl.

Name

Signature

Date

GENERAL TERMS AND CONDITIONS

Implementation:

In accordance with the time schedule referred to earlier.

Staff:

We separately calculate the staff hours required to put on your event, including setting-up and taking-down time. The number of hours quoted is based on the enclosed time schedule and number of people. If these are changed in any way, we reserve the right to adjust the number of hours.

Tableware:

Glasses, cutlery, crockery, napkins, buffets, bars and bar equipment.

Number of guests:

A signed budget will be regarded as a guarantee for assortments and minimum numbers. We would like to receive the signed budget no later than August 2nd, 2013. It is possible to increase this guaranteed minimum number up to two working days before the start of the event (maximum increase: 10%) but only after approval of your account manager.

Prices:

All prices quoted exclude Dutch VAT and prices are subject to change.

Payment:

80% of the estimated amount should be paid two weeks before the start of the event. The outstanding balance should be paid within 14 days of the invoice date. We will send you a separate deposit invoice by post.

Conditions:

As set out in 'Uniform Conditions for the Hotel and Catering Industry'. We will send you a copy of these conditions on request.

