

Order form Exhibition lounges 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 and facilities for your meeting room during ESC Congress 2013.

Please keep in mind the following;

- The components of the additional costs can't be changed
- Catering will be served in the Exhibition lounges
- 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

Location

Expected number of guests

Contact person onsite & mobile number onsite

PO Number



EXHIBITION LOUNGES

The room set-up:

Please choose one of the following options

- | | | | |
|---|----------|--|----------|
| <input type="checkbox"/> U-shape 20 persons | € 331,30 | <input type="checkbox"/> Cabaret 38 persons | € 575,00 |
| <input type="checkbox"/> Theatre style 45 persons | € 450,00 | <input type="checkbox"/> Other..... | |
| <input type="checkbox"/> Board room 28 persons | € 408,00 | <input type="checkbox"/> No furniture needed | |

Please note these set-ups and prices are for the entire exhibition period

Time schedule

Please could you fill in this table below with your time schedule per day.

Date	Times meeting	Number of guests	Note

Standard facilities included in the Exhibition lounge:

- Air conditioning
- 15Kw, including 4 wall sockets
- Two keys (these can be collected at Exhibitor Services desk in the registration area)
- Waste bin

Additional equipment needed in the Exhibition lounge:

PRODUCT

AMOUNT

Conference phone	€ 131,20	
Beamer & screen	€ 950,00	
Flipchart	€ 42,50	
Wi-Fi	€ 250,00	
Internet 512Kbps	€ 464,10	
Internet 1Mb	€ 663,00	
Internet 2Mb	€ 1071,00	

Please note these articles and prices are for the entire exhibition period

CATERING

Please check the menu form for the package details. Please fill out below form daily with your catering wishes.

DAY Fri Aug 30th / Sat Aug 31st / Sun Sept 1st / Mon Sept 2nd / Tue Sept 3rd *

Please circle the day that you require catering to be delivered

PRODUCT	TIME	AMOUNT
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Breakfast

Package 1 Breakfast basic :	<input type="text"/>	€1,90	<input type="text"/>
Package 2 French breakfast :	<input type="text"/>	€8,50	<input type="text"/>

Sweets

Package 1:	<input type="text"/>	€ 0,90	<input type="text"/>
Package 2:	<input type="text"/>	€ 1,00	<input type="text"/>

Lunch

<u>Vip Lunch (tray per person)</u>	<input type="text"/>	€30,00	<input type="text"/>
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Package 1 Basic Bread selection

Friday:	<input type="text"/>	€ 7,05	<input type="text"/>
Saturday:	<input type="text"/>		<input type="text"/>
Sunday :	<input type="text"/>		<input type="text"/>
Monday :	<input type="text"/>		<input type="text"/>
Tuesday :	<input type="text"/>		<input type="text"/>

Package 2 Comfort roll selection:

Friday:	<input type="text"/>	€ 7,95	<input type="text"/>
Saturday:	<input type="text"/>		<input type="text"/>
Sunday :	<input type="text"/>		<input type="text"/>
Monday :	<input type="text"/>		<input type="text"/>
Tuesday :	<input type="text"/>		<input type="text"/>

Fruit selection :	<input type="text"/>	€ 1,00	<input type="text"/>
Fruit brochette with seasonal fruit :	<input type="text"/>	€ 3,50	<input type="text"/>

Afternoon snacks

Mixed salty nuts :	<input type="text"/>	€ 0,90	<input type="text"/>
Taco chips with spicy guacamole :	<input type="text"/>	€ 1,15	<input type="text"/>
Pesto breadsticks :	<input type="text"/>	€ 1,25	<input type="text"/>
Old Dutch bites :	<input type="text"/>	€ 3,00	<input type="text"/>

Mediterranean bites :		€ 3,10	
A taste experience - bites from local sustainable producers (3 pp)		€ 4,50	
Canape selection (3 pp) :		€ 4,80	
Brochette bites (3 pp) :		€ 4,90	

Beverages

Coffee, tea		€ 1,95	
Water & soft drinks		€ 2,20	

Additional costs

We will charge you **€ 2,35** per person. This services includes materials, China ware, glasses, napkins. Catering staff is not included in this fee.

Regarding catering staff you have 2 options:

- Catering staff serving your guests all day, one staff member dedicated to your Exhibitor Lounge. Friday – Saturday – Sunday – Monday – Tuesday; 11 hours per day, total cost **€ 366,30** per day.
- Catering staff who will only deliver your ordered food and beverages to the Exhibitor Lounge, no catering service is included. Friday – Saturday – Sunday – Monday – Tuesday; 5 hours per day, total costs **€ 166,50** per day.

Please choose one of the following options

- ☐ Catering staff serving your guests all day
- ☐ Catering staff who will only deliver your ordered food and beverages

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.