

## EUROECHO 2009

Madrid - Spain

9 - 12 December 2009

### EUROECHO 2009 BADGE READERS

#### EUROECHO 2009 Badge Reader:

One of the most important decisions you make in your planning for exhibiting at EUROECHO 2009 is how you record a prospective customer's information. key4events propose a small, handheld badge reader that works just like a laser pointer. This unit stores all your leads in its internal memory, giving you a convenient portable, wireless form of lead storage that you can take with you wherever you go during the conference. Walk around your stand, scan participants, speakers or take contact information at satellite symposium. Simply return the Badge Reader at the end of the event and receive all your leads in an E-mail. Action code cards included.



#### key4events services on site:

- key4events team will be at the support desk from the 8<sup>th</sup> of December 2009.
- You will meet us at the support desk every day and we will collect your data from your reader.
- A statistic report of use for each badge reader will be given to you (with date, stand n°, number of readings done).
- key4events team will also be on site during exhibition and satellite sessions.
- If your reader is full, it beeps and a red light starts to flash. You need to contact us and we will come to collect data from your reader. A mobile number to be used during the event will be given to you.
- **You can now download your data directly from our website. We will provide you the url, login and password on site.**

#### Options:

- To ensure separation of data, each badge reader can be ordered with a specific name (see order form): when several badges readers are used within the same company or when used for satellite sessions.
- For satellite sessions, as soon as the session is over, meet us at the support desk and we will collect your data from your reader.
- To store qualifying information, you can set up personalised action codes (action code list provided).

#### Order:

- Deadlines for ordering:
  - o Orders will be preferably taken until 2<sup>nd</sup> of December but they will still be accepted on site.
- Cancellation conditions per unit:
  - o Until the 20<sup>th</sup> of November free.
  - o From the 23<sup>rd</sup> to 27<sup>th</sup> of November: charge of 50% per unit cancelled.
  - o After the 30<sup>th</sup> of November: charge of 100% per unit cancelled.

Deposit: 600€ will be charged for any lost or broken badge reader and 150€ for any lost or broken charger. Credit card details or a cheque of 750€ will be required as a guarantee during the Congress.

Delivery / Picking Up: from the 8<sup>th</sup> of December 10am at the key4events desk.

Return: when you have finished using the reader, barcodes readers must be returned to key4events desk.

Comments: should be made on line and until 60 days after returning the badge reader.

**Please note that you should charge the badge reader with the battery charger provided every night after use.**

**The Badge Reader Support Desk will be located in the Registration Area**

I have read and agreed to these terms:

Company Stamp:

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