Dear Exhibitor,

You will have noticed we have a new badge order form that looks like this:

The spreadsheet is in csv. format as it has to be compatible with our system (EMS). There are only two columns as the system knows exactly by default how many free badges each company is allocated and which company name to place on the badge. Please do not alter any of the columns or insert any images, commas and comments.

Below is an example of how the order form should be filled in:

When you finished filling in the order form, remember to save the file as a csv.
The following screen will appear when saving in this format:
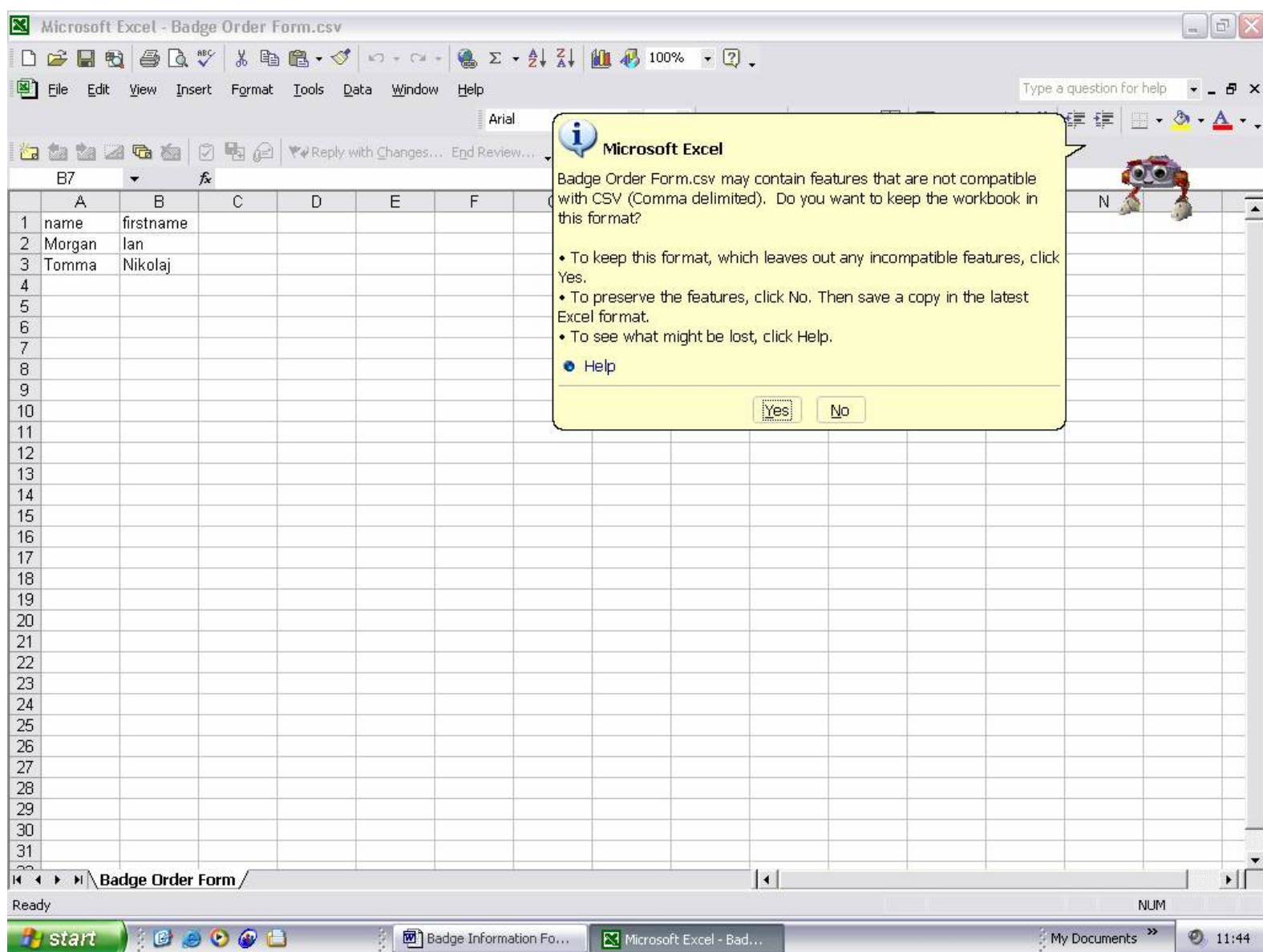
Just click "yes" and the badge order form will be valid.

The completed order form can then be sent to:

EEexhibition@escardio.org

If you would like only your company name to appear on your badges just send an email to the same address.

Thank you in advance for your cooperation and feel free to contact us if you have any further queries.

Regards,

The ESC Exhibition Team

<u>Badge allocation and important deadlines:</u>

Stand size between:	Free Badges:
9 and 49 m²	8
50 and 99 m²	16
More than 100m²	24

Badge Fees + VAT (21%)

- extra badge fee = €34.71 (+VAT)
- on-site fee = €34.71 (+VAT)

DEADLINE FOR FREE BADGES IS 5 November 2007