



## GENERAL CONDITIONS

### RESERVATION OF YOUR INDUSTRY WELCOME DESK

An Industry Welcome Desk can be hired by filling in the Industry Welcome Desk Order Form. In order to make sure that you have a desk on-site, please return the enclosed Industry Welcome Desk Order Form as soon as possible as there are a limited number of desks available and they are sold on a first come, first served basis.

Please indicate the Company Name under § 1 and your group number in case you have already received a confirmation for your Group Registration.

Assignment of the Industry Welcome Desks will be arranged in alphabetical order.

The ESC will provide a name sign exactly as indicated under the § 1. Personal name signs cannot be accepted and the desk space should not be used for entertainment, poster displays, presentations or any other promotional purposes.

The Welcome Desk will be at your disposal from Friday, 27 August 2004, 08:00 until Wednesday, 1 September 2004, 13:00. The dimension of the desk is 2.25 m (L) x 2.67 (H) x 1.25 (W)

The basic equipment of an Industry Welcome Desk is as follows:

- 1 Counter
- 2 Chairs
- Cupboards
- Shelves
- Electricity (230v)

If you would like to order any extra equipment, please contact the official supplier. (See also industry updates)

### PAYMENT CONDITIONS

Payment can be made by bank transfer (details will be given on the invoice) or by credit card. Please fill in the Accounting Data under § 2. Full payment must be received before the submission deadline of 30 June 2004. If payment is not received before this date, the reservation can be considered as cancelled.

### CANCELLATION POLICY

Cancellation of the Industry Welcome Desk should be sent in writing to the ESC at the address here below.

- Cancellations received before 30 June 2004 will be refunded less a 25% administrative charge
- After 30 June 2004, no refund will be made.

Please do not hesitate to contact the ESC Registration Department at:

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