



## HOW TO ORDER SERVICES

### Our recommendation

- fill out the Forms in BLOCK capitals or type it
- take notes of deadlines for particular services
- if you want to be sure we received your completed orders, do not fax the Forms but send them by e-mail or by mail:

### TRIUMF EXHIBITIONS, s.r.o. – Official Exhibition Management

Mrs. Zdena Fialová

Jaromírova 54

128 00 Praha 2

Czech Republic

e-mail: [zdena.fialova@triumf-expo.cz](mailto:zdena.fialova@triumf-expo.cz)

## LATE ORDERS, ON-SITE ORDERS

### Late Orders

Orders made after the deadline cannot be guaranteed.

Late orders received after deadlines or during the set-up period will be fulfilled in accordance with time and capacity and will be subjected to the following surcharges:

**+10% if orders are received after August 8, 2012**

**+50% if orders are received after August 29, 2012 and on-site**

The date of the surcharge is the date the order is received by the Triumpf Exhibitions.

As stated in the General Conditions, if the exhibitor fails to cover all the fees related to participation at the congress as well as all other outstanding payments to Triumpf Exhibitions, no work will be done. No exceptions from these rules will be made.

### On-Site Orders

Services ordered during the set-up period, exhibition itself or when the event is over, will be provided only according to the availability of the respective work persons and/or materials. The exhibitor will be asked to make complete payment for required services in advance. Only then the service will be provided. No copies of payment confirmations or similar documents will be accepted. Actualisation of requirements made after the deadline and on-site orders can take longer than normal orders.

We therefore recommend to place all orders in time.

### Payment Conditions

After receiving orders Triumpf Exhibitions will send an invoice to the exhibitor and it must be paid through a bank in time. On-site payments can be made in cash or by a credit card. For payments in cash, CZK or EUR currency will be accepted. For payments by a credit card,



Triumpf Exhibitions accepts Visa, Eurocard-Mastercard, Amex and Diner Club. Cheques are not accepted.

### Claims

Claims can be made only by the end of the event. Claims must be made in writing and will only be accepted at the Exhibition Management desk. Claims submitted later will not be taken into consideration.

### LIST OF DEADLINES

Please use this form to keep an easy record of orders you have completed and sent, as those you still intend to send.  
Please adhere the deadlines indicated below.

REQUIRED SERVICES	DEADLINE	SENT ON
Stand Equipment	August 8, 2012	
Cleaning	August 8, 2012	
Audi/Video/PC/Internet	August 8, 2012	
Hostesses	August 8, 2012	
Floral decoration	August 8, 2012	
Schematic Plan	August 8, 2012	

## STAND EQUIPMENT RENTAL

Exhibitor:	Stand.No:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

Specification	lxdxh cm	picture No.	pieces	unit price Euro	total price
Spotlight 100W				22	
Halogen spotlight 500W				59	
3-prong plug 220V				15	
Refrigerator	80x80x100	46		103	
Octanorm coat rack set	length 100			12	
High illuminated showcase, 4x halogen 50W	100x100x250	4		138	
High illuminated showcase, 2x halogen 50W	100x50x250	4		114	
Octanorm glass counter	100x100x100	5		67	
Octanorm glass counter	100x50x100	5		52	
Octanorm counter	100x100x100	3		43	
Octanorm counter with shelf, wooden top	100x100x100	1		54	
Octanorm counter	50x50x100	3		29	
Octanorm counter with shelf, wooden top	50x50x100	1		40	
Octanorm counter	100x50x100	3		40	
Octanorm counter with shelf, wooden top	100x50x100	1		52	
Octanorm bar counter	100x100x110	3		47	
Octanorm bar counter with shelf, wooden top	100x100x110	1		58	
Octanorm bar counter	100x50x110	3		45	
Octanorm bar counter with shelf, wooden top	100x50x110	1		55	
Octanorm bar counter	50x50x110	3		34	
Octanorm bar counter with shelf, wooden top	50x50x110	1		44	
Octanorm semicircular counter	100x50x100	2A		75	
Octanorm semicircular counter, wooden top	100x50x100	2		79	
Octanorm shelf stand	100x50x250			45	

<b>Specification</b>	<b>lxdxh cm</b>	<b>picture No.</b>	<b>pieces</b>	<b>unit price Euro</b>	<b>total price</b>
Book shelf panel	100x30			21	
Chair black				17	
Chair plastic dark grey		19		35	
Chair Gilber		20		28	
Chair chrom black		22		19	
Chair design white*		23		58	
Leather chair ( anthracite, black or white)*		24		40	
Wooden chair*		26		28	
Leather bar chair		28		26	
White bar chair		29		16	
Plastic bar chairs (black, silver, white)*		30		29	
Wooden bar chair*		26B		40	
Desing bar chair black*		27		60	
Chair with wheels white or blue		21		19	
Square table	80x80	14		21	
Table with blue skirting	150x60x80	18		39	
Round table black or white	80	7		23	
Round table wooden top	80	9		23	
Buffet glass table*	60x110	13		70	
Small table black or white	50x50x45	11		20	
White table*	90 x55x45	16		35	
Small round glass table*	60x45	15		114	
Round glass table*	105x73	17		60	
Buffet table wooden top	60x110	9		39	
Buffet table black top	60x105	8		39	
Buffet table white top	60x105	12		39	
Buffet table chrome	60x105	10		39	
Black leather armchair*		31		140	
Natural color armchair*		32		60	
Plastic design white armchair*		34		170	
Small black armchair		36		66	
Grey plastic armchair*		33		135	
Sofa red, silver, white*	140x100x73/40	42		240	

<b>Specification</b>	<b>lxdxh cm</b>	<b>picture No.</b>	<b>pieces</b>	<b>unit price Euro</b>	<b>total price</b>
Tabouret blue, red, white	54x54x39	43		28	
Tabouret light grey Machalke Crack Groove*	92x62x42	44		112	
Lockable cabinet	100x50x80	6		39	
Coat hanger stand		48		15	
Waste basket				9	
Stand for brochures type A		50		39	
Stand for brochures*		49		42	
Pole with siling belt 2,3m		45		42	
Pole with a holder*		47		30	

\* a limited number of items

**The prices do not include 20% VAT.**

**Please return this form to:**

Triumf Exhibitions, Jaromírova 54, 128 00 Prague 2

Tel.: +420/274 818 065, Fax: +420/274 772 406, e-mail: zdena.fialova@triumf-expo.cz

## COUNTERS

### 1. Counter wooden top



dimensions: 100 x 50 x 100 cm  
other option: 100 x 100 x 100 cm  
50 x 50 x 100 cm  
50 x 50 x 80 cm

Also as a bar counter:  
100 x 50 x 110 cm  
other option: 100 x 100 x 110 cm  
50 x 50 x 110 cm

### 2. Semicircular counter wooden top



dimensions: 100 x 50 x 100 cm

also with white top ( 2A )



### 3. White counter



dimensions: 100 x 50 x 100 cm  
other option: 100 x 100 x 100 cm  
100 x 50 x 110 cm

### 4. High illuminated showcase (2 x halogen 50W)



dimensions: 100 x 50 x 250 cm  
other option: 100 x 100 x 250 cm

### 5. Glass counter (glass top)



dimensions: 100 x 50 x 100 cm  
other option: 100 x 100 x 100 cm

### 6. Lockable cabinet white



dimensions: 100 x 50 x 80 cm

## TABLES

### 7. Round table white



dimensions: 80 x 75 cm  
 other option: black 80 x 75 cm

### 8. Buffet table black



dimensions: 60 x 105 cm

### 9. Round table chrome - wooden top



dimensions: 80 x 75 cm  
 also as buffet table ( 9A )  
 dimensions: 60 x 110 cm



### 10. Buffet table chrome



dimensions: 60 x 105 cm

### 11. Table white - lack



dimensions: 55 x 55 x 45 cm  
 also in black ( 11A )

### 12. Buffet table white



dimensions: 60 x 105 cm

## TABLES

### 13. Round glass table

dimensions: 60 x 110 cm



### 14. Square table glass

dimensions: 80 x 80 cm



### 15. Round table glass top

dimensions: 60 x 45 cm



### 16. Table white

dimensions: 90 x 55 x 45 cm



### 17. Round table glass

dimensions: 105 x 73 cm



### 18. Table with blue skirting 150 x 60 x 80 cm



## CHAIRS

**19. Plastic chair dark grey**



**20. White chair Gilbert**



**21. White chair**



**22. Chair chrome / black**



**23. Chair design white**



**24. Chair leather anthracite black or white**



**25. Black chair**



## CHAIRS, BAR CHAIRS

**26. Wooden chair**



also as a bar chair ( 26B )



**27. Black design bar chair**



**28. Black bar chair**



**29. White bar chair**



**30. Plastic bar chairs 40 x 86 cm - black,( 30A ) / silver, ( 30B ) / white ( 30C )**



## ARMCHAIRS

**31. Black leather armchair**

dimensions: 73 x 75 x 75-46 cm



**32. Natural color armchair**

dimensions: 80 x 72 x 78-46 cm



**33. Grey plastic armchair**



**34. Plastic design white armchair**



**35. Light grey armchair**

dimensions: 105 x 95 x 68-42 cm



**36. Small black armchair**



## SOFAS, TABOURETS

**42. Sofa 140 x 100 x 73-40 cm - red ( 42A ) / silver ( 42B ) / white ( 42C )**



**43. Tabouret 54 x 54 x 39 cm - blue ( 43A ) / red ( 43B ) / white ( 43C )**



**44. Light grey tabouret**

dimensions: 62 x 92 x 42 cm



## OTHER EQUIPMENT

**45. Poles with sliding belts 2,3 m**



**46. Refrigerator 80 x 80 x 100 cm**



**47. Pole with a holder**



**48. Clothes hanger**



**49. Stand for brochures**



**50. Stand for brochures - type A**





## CLEANING

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

Cleaning Includes: general cleaning before opening of the event, daily cleaning of carpeting with vacuum cleaner, waste disposal, washing of furniture. Cleaning will be done mainly at night, when the exhibition halls are closed. Listed prices are for the entire exhibition time.

### REQUIREMENTS:

Specification	space m <sup>2</sup>	price per m <sup>2</sup>	total price
Stand cleaning		Euro 5	

**The prices do not include 20% VAT.**

.....  
Stamp & Authorised Signature

.....  
Date & Place

**Please return this form to:**

Triumpf Exhibitions, Jaromírova 54, 128 00 Prague 2

Tel.: +420/274 818 065, Fax: +420/274 772 406, e-mail: [zdena.fialova@triumf-expo.cz](mailto:zdena.fialova@triumf-expo.cz)



# AUDIO/VIDEO/PC/INTERNET

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

**PRICE LIST:**

Specification	Price per item	Required number	Price total
DVD player	Euro 100		
LCD 19"	Euro 110		
LCD 21"	Euro 170		
LCD 23"	Euro 200		
LCD 32"	Euro 320		
LCD 42" with floor-stand	Euro 390		
LCD 50" with floor-stand	Euro 450		
Laptop	Euro 290		
Internet - 512kb/s (cable connection)	Euro 130		
Internet – 1Mb/s (cable connection)	Euro 230		
Internet – 2Mb/s (cable connection)	Euro 330		
Internet – 5Mb/s (cable connection)	Euro 570		

**The prices do not include 20% VAT**

**If you require any other equipment please contact directly: [zdena.fialova@triumf-expo.cz](mailto:zdena.fialova@triumf-expo.cz)**

All the listed prices are for the entire exhibition time. When the exhibition is over, the equipment will be collected from expositions.

.....  
Stamp & Authorised Signature

.....  
Date & Place

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# HOSTESSES

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

**PRICES LIST:**

Specification	price per hour/Euro
Hostess with knowledge of English (3 hours per day minimum)	13
Briefing of a hostess (120 minutes maximum)	18

**The prices do not include 20% VAT.**

Hostesses are dressed in a white shirt and a black skirt. If you require a hostess dressed in clothes with your company colors, please contact [zdena.fialova@triumf-expo.cz](mailto:zdena.fialova@triumf-expo.cz) and we will prepare for you a price quotation according to your requests.

**REQUIREMENTS:**

Date	No.	from	to	hours	price
September 2, 2012					
September 3, 2012					
September 4, 2012					
<b>TOTAL</b>					

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Stamp & Authorized Signature

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Date & Place

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## FLORAL DECORATION

Exhibitor:	Stand No.:
Contact person:	
Invoice address:	
Telephone:	Fax:
E-mail:	

Name	price Euro	pc.	total price
<b><i>Plants 150 – 180 cm</i></b>			
Ficus Benjamina	28		
Kentia (palm)	49		
Schefflera	45		
Dracaena Marginata	45		
<b><i>Plants 100 – 120 cm</i></b>			
Ficus Benjamina	22		
Schefflera	25		
<b><i>Ikebana</i></b>			
small	29		
middle	41		
large	56		

**The prices do not include 20% VAT.**

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## FLORAL DECORATION



Dracena  
Marginata



Ficus  
Benjamina



Schefflera



Kentia



Ikebana Small



Ikebana Small



Ikebana Medium



Ikebana Medium



Ikebana Small

