

**Corrugated Processes Complexity - Challenges and Solutions**

## STAND BOOKING FORM

To book a stand, please complete and return this form to Houriet Lefebvre at [houriet.lefebvre@fefco.org](mailto:houriet.lefebvre@fefco.org)

### General information

1. Exhibitor space is rented for the duration of the Seminar (3 days);
2. The modules shown on the floor plan correspond to stands of **9 m<sup>2</sup>** each, which is the standard size available;
3. The price for a **9 m<sup>2</sup>** stand is **1600 € (excl. VAT)**; that of an **18 m<sup>2</sup>** unit is **3200 € (excl. VAT)** and so on.
4. Each company member of FEFCO may have up to 4 stands of 9m<sup>2</sup> subject to availability;
5. The allocation of spaces will be carried out as fairly as possible based on past years' experience in order to satisfy all requests. The sooner we receive your booking form, the better we will be able to serve you;
6. The stand cost covers for the space renting only. The stand personnel registration fee and the basic stand package and furniture are charged separately;
7. **Before sending your reservation form, please make sure that your annual membership fee has been settled. We will not make any bookings if this fee is outstanding.**
8. We will send you an invoice for the stand charge after we acknowledge receipt of your booking request and make sure your membership fee is paid;
9. After payment of the stand invoice, we will confirm by e-mail your stands reservation, add your company to the floor plan and the Exhibitors list online.
10. Details and forms to order the basic furniture of the stand are in the Exhibition Manual and online;
11. Exhibitors need to register at least one person to look after the stand during the 3 days of the Seminar
12. The Stand Personnel registration form is available at [here](#)

### Cancellation policy

Only cancellations in written to [houriet.lefebvre@fefco.org](mailto:houriet.lefebvre@fefco.org) will be accepted. Refunds will be as follows:

- 50 % refund for cancellations received prior to **14<sup>th</sup> August 2017**.
- No refund will be given for cancellations requested after 14<sup>th</sup> August 2017 or in case of no-show.

### Company's activities

- |   |   |
|---|---|
| <input type="checkbox"/> Machinery, accessories & equipment | <input type="checkbox"/> Print plates             |
| <input type="checkbox"/> Starch                             | <input type="checkbox"/> Prepress services        |
| <input type="checkbox"/> Inks                               | <input type="checkbox"/> Services (non-pre-press) |
| <input type="checkbox"/> Additives                          | <input type="checkbox"/> Paper                    |
| <input type="checkbox"/> Dies                               | <input type="checkbox"/> R&D                      |
| <input type="checkbox"/> Packaging                          | <input type="checkbox"/> Trading                  |

- |  |  |
|--|--|
| <input type="checkbox"/> Consultancy     | <input type="checkbox"/> Standardization Institute   |
| <input type="checkbox"/> Certifying body | <input type="checkbox"/> Other, please specify ..... |

## Billing details

Company .....

Address .....

Contact Name .....

E-mail .....

Post Code ..... City ..... Country .....

VAT Number .....

## Person in charge of the stand

Title      ☐ Mr.                      ☐ Mrs.                      ☐ Ms.

First Name ..... Last Name ..... Function.....

Phone ..... Email\* .....

Company .....

Address .....

Post Code ..... City ..... Country .....

*\* Please fill out email. Communication will be by mainly by email!*

## Stands number and reference preference

You may have up to 4 stands, subject to availability, first-come, first-served.

Please choose the stands from the [Exhibition floor plan here](#), tick one of the boxes below and indicate the reference of the stands you choose by preferred order.

- ☐ 9 m<sup>2</sup> .....
- ☐ 18 m<sup>2</sup> .....
- ☐ 27 m<sup>2</sup> .....
- ☐ 36 m<sup>2</sup> .....

For questions please contact us at [houriet.lefebvre@fefco.org](mailto:houriet.lefebvre@fefco.org)

**Date and place:**

**Signature:**

**[Please book your hotel here!](#)**