



EuCAP 2015 - Lisbon  
April 12 - 17, 2015

**EXHIBITION & SPONSORSHIP MANUAL**



# EuCAP 2015 – General Information

# LISBON

Lisbon is not just the capital and the largest city of Portugal, it is also one of the oldest cities in the world.

It has an amazing history and a lovely old town centre with lots of cafés as well as unique architecture and culture. You'll find modern infrastructures next to ancient charm.

Its surroundings offer an incredible variety of tourist attractions, from fairytale palaces in one of Europe's most romantic towns (Sintra) to world-class golf and fun in Europe's largest casino in Estroil, and surfing in Cascais or escaping to a natural park in Arrábida.

Due to the influence of the Atlantic Ocean, Lisbon has a mild, pleasant climate throughout the year. In April the weather is usually very nice with temperatures around 20°C and occasional showers.

Lisbon is lively, cheerful, sincere and impressive. The city is quite simply a stunning destination.

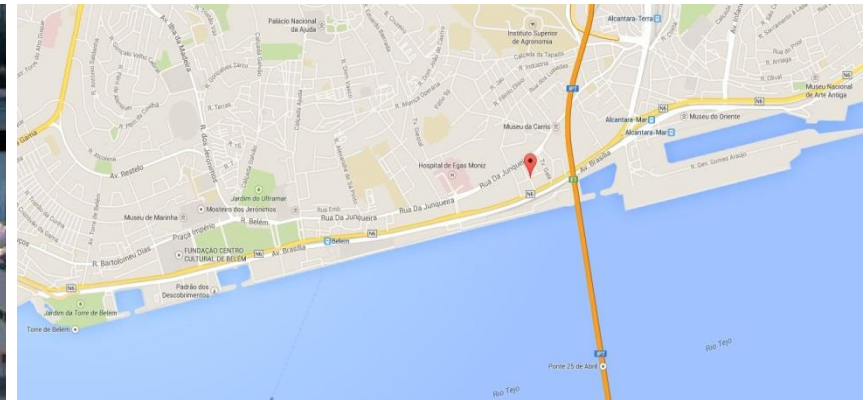


# THE CONGRESS CENTRE

The conference venue, Lisbon Congress Centre, is located on the West part of the city, near the Tagus River and the historic Belem quarter and monuments.

Three large entrance halls allow the holding of several different kind of events simultaneously with maximum comfort and efficiency.

The venue is served with up-to-date audiovisual and IT Equipment as well as Wi-Fi system.





# THE CONGRESS CENTRE

## Address:

**Lisbon Congress Centre / Centro de Congressos de Lisboa**

Praça das Indústrias

1300-307 Lisboa

Portugal

Phone: +351 21 360 1400

Fax: +351 21 360 1499

For more information, please visit

<http://www.lisboacc.pt/portal/ccl>

Your way to Lisbon Congress Centre

[Travel directions](#)

# CURRENT CONFERENCE PROGRAMME

EuCAP 2015 Provisional Schedule						
	Sunday April 12	Monday April 13	Tuesday April 14	Wednesday April 15	Thursday April 16	Friday April 17
09:00 – 10:40	Short Courses	Opening Session	Oral Sessions	Oral Sessions	Oral Sessions	Oral Sessions
10:40 – 11:10		Keynote Speakers	Coffee-break	Coffee-break	Coffee-break	Coffee-break
11:20 – 12:50		Keynote Speakers	Oral Sessions	Oral Sessions	Oral Sessions	Oral Sessions
12:50 – 14:00	Lunch	Lunch	Lunch	Lunch	Lunch	
14:00 – 15:00	Short Courses	Oral Sessions	Poster Session	Poster Session	Poster Session	
15:00 – 16:20		Oral Sessions	Invited Speakers	Invited Speakers	Invited Speakers	
16:20 – 16:50		Coffee-break	Coffee-break	Coffee-break	Coffee-break	
16:50 – 18:30		Oral Sessions	Oral Sessions	Oral Sessions	Oral Sessions	
19:00 – 20:00		Welcome Reception				
20:00 – 22:00				Conference Banquet		

For more information, please visit  
<http://www.eucap2015.org/conference/programme>

# SOCIAL EVENTS

One of the best features of the EuCAP Conference is the chance to reconnect with old friends, share ideas and meet new members of the Antennas, Propagation and Measurements Community. The following social events are the perfect opportunities for networking and socializing.

- **Welcome Reception**
  - Museu de Marinha, Praça do Império, 1400-206 Lisboa, Portugal
  - Monday, April 13, 2015
  - 19:00h – 20:00h
- **Exhibitors Reception**
  - Lisbon Congress Centre, tba
  - Tuesday, April 14, 2015
  - 17:30h
- **Conference Banquet**
  - Kais, Calçada Ribeiro Santos, 1200-109, Portugal
  - Wednesday, April 15, 2015
  - 20:00h

# CONFERENCE FEES

Exhibitors and sponsors can register on the conference website:

<http://www.eucap2015.org/conference/registration>

Exhibitors and sponsors can register their conference delegates and stand personnel using their discount codes. Discount codes will be provided to exhibitors and sponsors in order to access the free or discounted registrations, included in their exhibition or sponsors package.

- **The discount codes allow access to:**
  - Exhibitor delegates registration (as per the booked package)
  - Stand personnel registration (€ 75 per day)

	Early Bird Rates*	Standard Rates	Onsite Registration
Associated Society Members	590,00 €	690,00 €	710,00 €
Non Member	650,00 €	750,00 €	770,00 €
Student	290,00 €	370,00 €	390,00 €
Retired	300,00 €	380,00 €	400,00 €
Exhibition Visitor (per day)	80,00 €	90,00 €	100,00 €

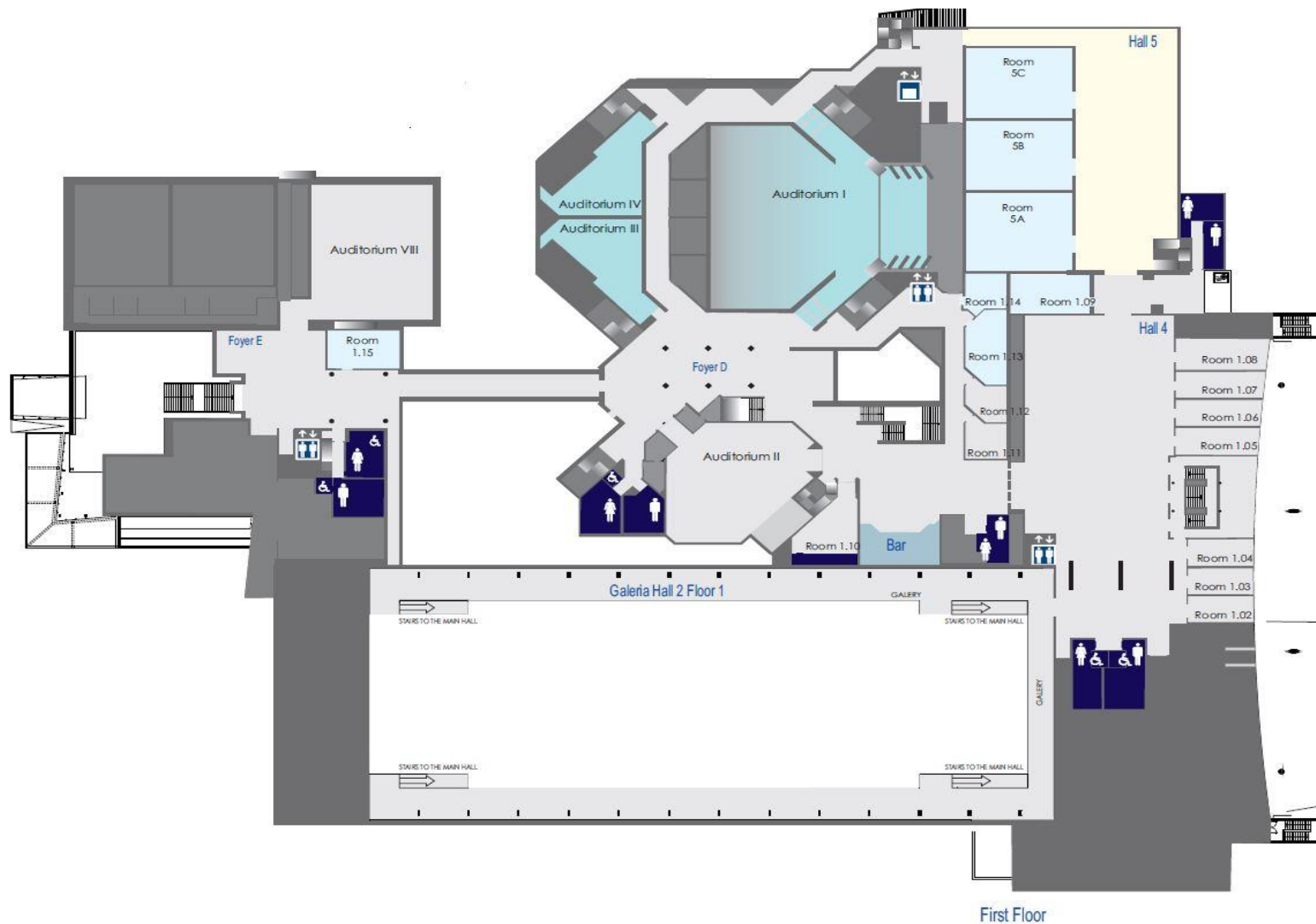
\*Early Bird Registration is available on or before February 15th, 2015, 18h00 Central European Time. For early registrations, we must receive the bank transfer payment on or before February 28th, 2015. Payments received after this date will be considered late and extra fees will apply.



# FLOOR PLAN – GROUND FLOOR



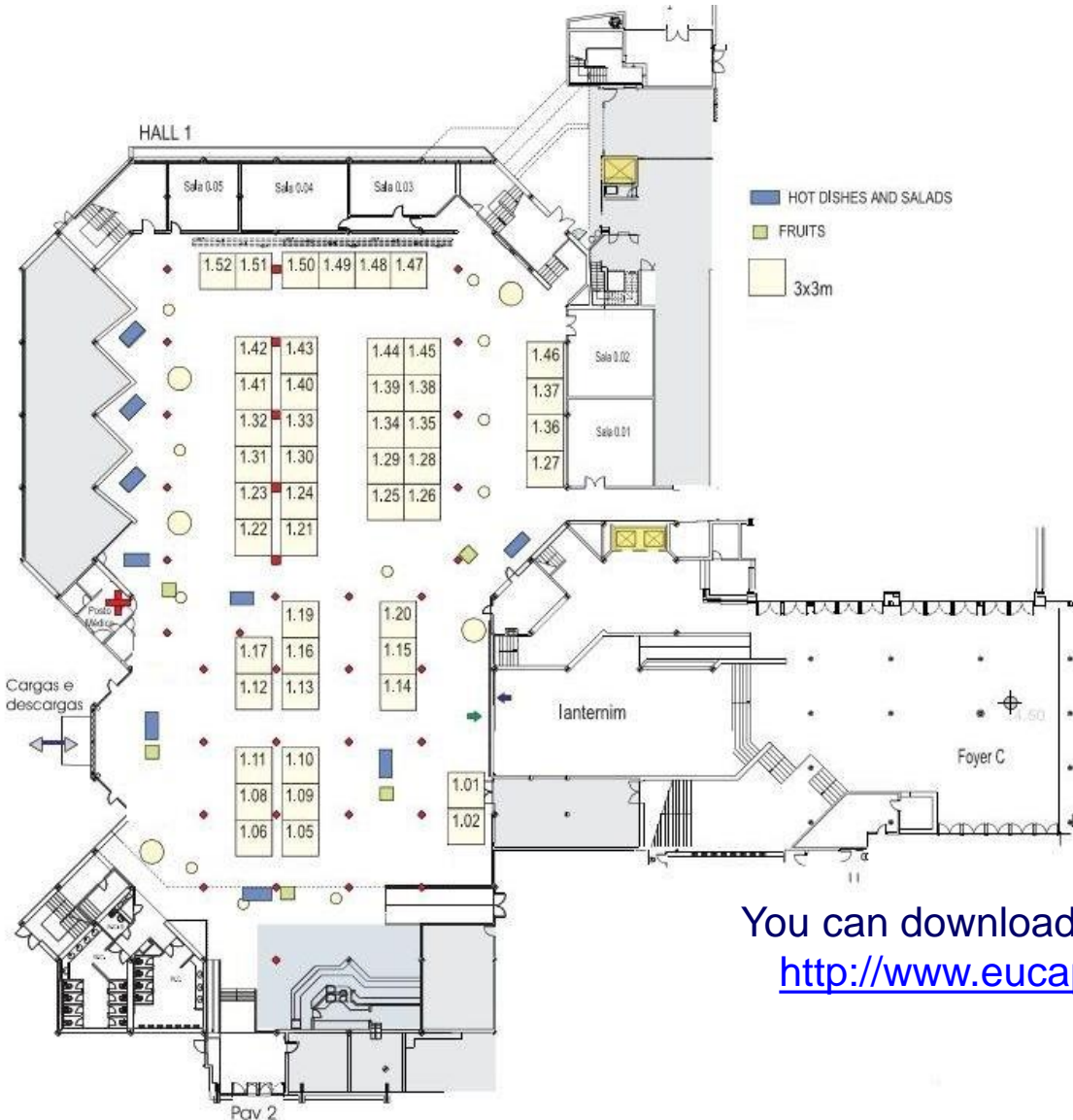
# FLOOR PLAN – 1<sup>ST</sup> FLOOR





Exhibition – Detailed Information

# EXHIBITION AREA – FLOOR PLAN



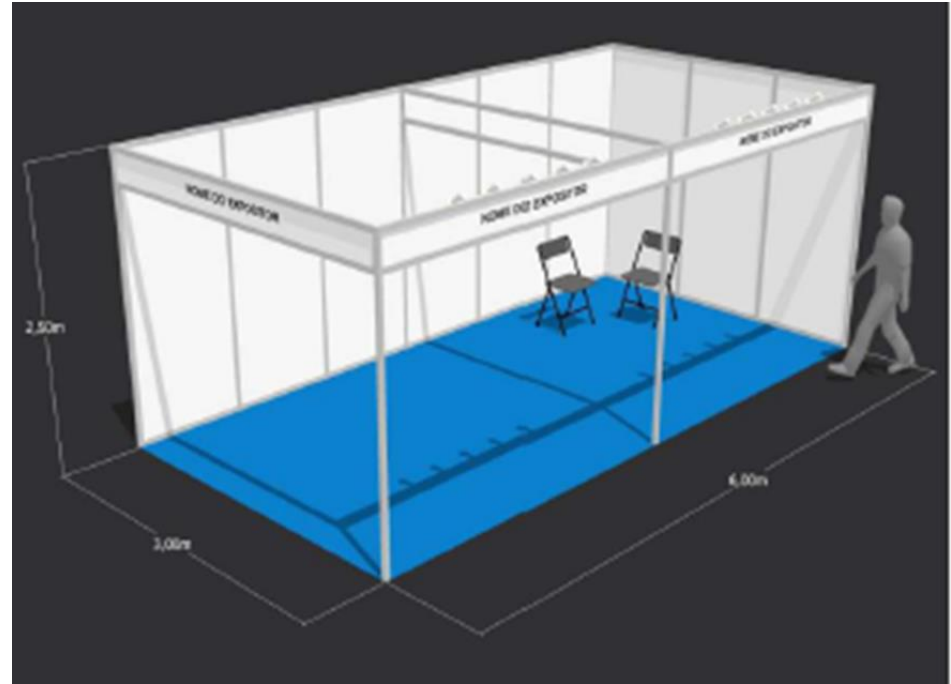
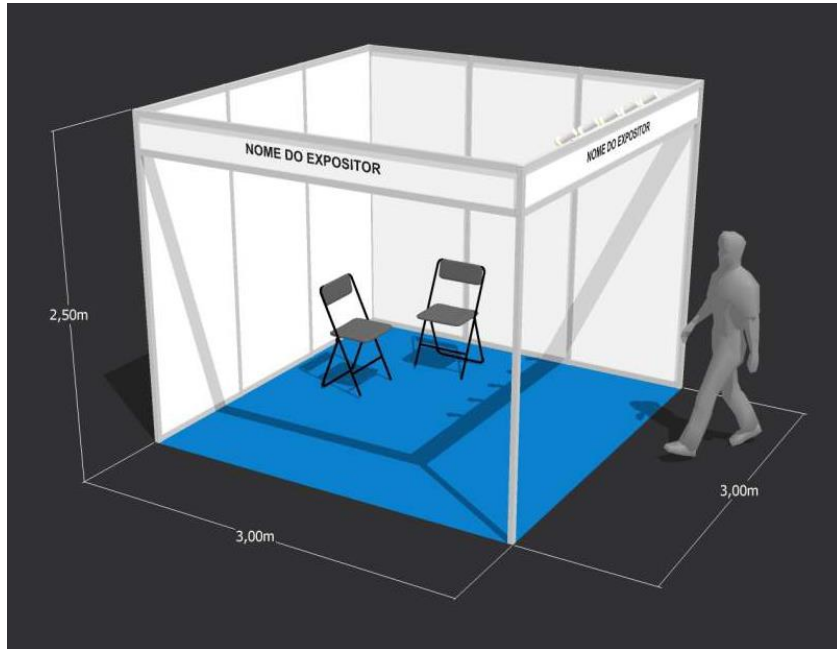
**Please note:**

The organisation reserves the right, in the interests of optimum traffic control and exhibit exposure, to change the setup of the exhibition hall and relocate those exhibits which may be affected by a change in the floor plan.

You can download the floorplan on the web page:  
<http://www.eucap2015.org/sponsors/downloads>



# EXHIBITION AREA – SHELL SCHEME BOOTH



# STANDARD EXHIBITION PACKAGE INCLUDES

- **Standard Shell Scheme Packages 3x3m include:**

- White laminated walls
- Structure in satin finish and aluminum molding, 3cm<sup>2</sup> profiles
- Exhibitor identification in self-adhesive vinyl (up to 20 graphic characters);
- Electrical switchboard with electrical outlet;
- Lighting: 3 spotlights (100W ) per 9m<sup>2</sup>
- Industrial floor carpeting
- Table & 2 chairs per 9m<sup>2</sup>

Note: The package does not include daily cleaning!

- **Free Built Spaces 3x3m include:**

- Industrial floor carpeting
- Electrical switchboard with electrical outlet;
- Table & 2 chairs per 9m<sup>2</sup>

Note: The package does not include daily cleaning!

# BOOKING OF ADDITIONAL FURNITURE/SERVICES

**FILDESIGN** is our partner for booth building and for ordering additional equipment or services.

Contacts at FILDESIGN are

Mrs. Evelise Domingues and Mrs. Joana P. Silva

Tel.: +351 218 921 300 | Fax: +351 218 921 358

Email: [evelise.domingues@aip.pt](mailto:evelise.domingues@aip.pt) or [joanamarina.silva@aip.pt](mailto:joanamarina.silva@aip.pt)

## **Booth booking, fascia boards & additional equipment and services**

Please fill in your company name how it should be shown on the fascia board of your booth in the document “**Order form booth EuCAP2015**”.

For all other additional equipment and services, please use the specific order form at the end of the manual.

**All prices indicated are valid until March 31, 2015.** Invoicing will be processed directly by FILEDESIGN.  
(Invoice VAT exempt: [http://ec.europa.eu/taxation\\_customs/vies/vatRequest.html?locale=en](http://ec.europa.eu/taxation_customs/vies/vatRequest.html?locale=en))

**Please send all required order forms directly to** [eucap2015@realize-events.de](mailto:eucap2015@realize-events.de)

You can also download all forms on the website: <http://www.eucap2015.org/sponsors/downloads>

**Notice:** It is forbidden to bring your own wireless microphones to the exhibition.

# IMPORTANT DEADLINES

- **Early Bird Rates on Conference Registration Fees**
  - Sunday, February 15, 2015, 6 PM CET
- **Booking of Sponsorship & Exhibition Packages**
  - The deadlines depend on availability and production times
  - Please do not hesitate to contact us to receive detailed information on your request
- **Payments for Sponsorship & Exhibition Packages**
  - Tuesday, March 17, 2015
- **Booking of Additional Furniture and Fascia Board**
  - Tuesday, March 31, 2015
- **Content for Conference Book** (Company descriptions, company logos, advertisements, crossword puzzle question & answer)
  - Sunday, February 15, 2015



# EXHIBITOR REGISTRATION

- **The registration is subdivided into 5 steps.**
  - Step 1 - Name:  
Please enter your data and discount code if included in your package.
  - Step 2 - Fee:
    - a) If you don't have a discount code, you will only see the fee without code  
( Member, Non-member, Student, Retired, One Pass Day, Two Pass Day, Exhibition Visitor)
    - b) If you have a discount code, you will only see the discounted fee
  - Step 3 - Items:  
Review your purchased items
  - Step 4 - Bill:  
Check invoice header and VAT
  - Step 5 - Payment method:  
You may choose credit card, bank transfer or pay online

Stand personnel passes will be available at a price of 75 € per day incl. lunch, 2 coffee breaks and entrance to the exhibition area. The passes are not transferable and for booth staff only.

Each stand personnel must make a separate registration using the discount code StandP2015, as they will receive personalised name badges.

# EXHIBITION TIMES

- **Exhibition dates and schedules**

- Monday, April 13, 2015 12:50h to 18:30h
- Tuesday, April 14, 2015 09:00h to 18:30h
- Wednesday, April 15, 2015 09:00h to 18:30h
- Thursday, April 16, 2015 09:00h to 16:50h

- **Lunch and coffee breaks**

- Coffee break 1 10.40h to 11.10h
- Lunch 12.50h to 14.00h
- Coffee break 2 16.20h to 16.00h

(times may vary due to delays)

# SET UP AND DISMANTLING

- **Set-up**

- Sunday, April 12, 2015 08:00h – 20:00h (for exhibitors with exhibition free space)
- Monday, April 13, 2015 08:00h – 11:00h (for exhibitors with exhibition shell scheme space)

Exhibitors with an exhibition free space must set up their booth on Sunday.

All stands must be set up by 11:00h on Monday, April 13, 2015.

- **Dismantling**

- Thursday, April 16, 2015 16:50h - 20:00h (for all exhibitors)

Please note that under no circumstances are exhibitors allowed to dismantle their stand or remove exhibition goods before the time appointed for moving out on the last fair day.

- **Cleaning and garbage container**

Exhibitors will be responsible for their own stands. Outside the Congress Centre you will find a garbage container. Exhibiting companies will be charged for the removal of refuse and any exhibited goods left behind.

# DELIVERIES & STORAGE

**AGILITY** is our partner for consignments, deliveries and storage or other logistical services

Contacts at Agility Fairs & Events are

Mr. Maurício Neves or Mr. Nuno Cunha

Tel.: +351 707 918 600 | Fax: +351 226 088 691

E-mail: [mneves@agility.com](mailto:mneves@agility.com) or [ncunha@agility.com](mailto:ncunha@agility.com)

You can find **all necessary information** regarding consignments and logistics **in the form „Manual Agility – Consignments & Shipping EuCAP2015“** at the end of the exhibitor manual.

Please send all forms directly to [mneves@agility.com](mailto:mneves@agility.com) or [ncunha@agility.com](mailto:ncunha@agility.com)

**Cargo arrival deadline via Air freight at Lisbon Airport (LIS): April 6, 2015**

**FCL & LCL Cargo arrival deadline via Sea freight at Lisbon Port: March 30, 2015**

**All prices upon request via Agility.** Invoicing will be processed directly by AGILITY

(invoice VAT exempt: [http://ec.europa.eu/taxation\\_customs/vies/vatRequest.html?locale=en](http://ec.europa.eu/taxation_customs/vies/vatRequest.html?locale=en))

You can also download all forms on the website: <http://www.eucap2015.org/sponsors/downloads>



# DELIVERIES & STORAGE

- **Door-Stand-Door**

- The Lisbon Congress Center can offer door-stand-door service including the handling of empty packaging, forklift services, and transport.
- For **more information** please see “**Pricelist Agility Transport & Handling**” at the end of the manual.

- **Please note**

- Deliveries which have not been booked will be charged extra!
- Unless otherwise notified, we will unload your goods and transfer them to your stand. This is charged as per the current price list.
- Due to limited space you may only block our loading bay for about 15 minutes.
- Everyone who wishes to collect exhibition goods must identify themselves or otherwise demonstrate that they have the right to collect exhibitor’s goods.
- If the exhibitor books another shipping company to transport the goods, the exhibitor must notify Agility and issue a permit showing that the firm in question has the right to collect the goods.

- **Important**

- Goods that have not been removed, or booked for removal, at the end of the moving-out period, will be moved/transported to storage at the exhibitor’s expense, as per the current price list.
- Unmarked goods that have been left behind after the exhibition and cannot be identified, will be sent for destruction.

# ACCESS ROUTES (STAND EQUIPMENT, DELIVERIES)

## Access routes to LCC

All trucks must arrive at the LCC via Rua da Junqueira (please see map below).



# MORE USEFUL INFORMATION...

- **Accommodation**

- Bookings can be made via this online booking service tool:  
<http://www.eucap2015.org/travel-lodging/accommodation>

- **Catering**

- Coffee breaks and desserts are placed in the exhibition area to increase the frequency of visitors in this area. The main dish is served at the restaurant, during lunch time.

- **Cleaning**

- There will be daily cleaning of the public area at the conference center. However, there will be no cleaning of booths. Daily booth cleaning can be ordered separately. Please see the order forms attached.

- **Internet**

- Wireless internet connection is available in the exhibition area
- To guarantee a stable and fast internet connection, it is recommended to order extra internet cable-connection for your booth.

# MORE USEFUL INFORMATION...

- **Parking of trucks**

- All trucks must arrive at the LCC via Rua da Junqueira
- Unfortunately, there is no space for parking of trucks. All trucks must unload and get of the site

- **Parking of private vehicles**

- There is parking in front of the venue
- Price: € 12,80 per day

- **Security**

- One hall manager will be inclusive as basic security.
- For booth security, please fill in the attached „Order Form - Hostesses, Security & Staff”
- Security is at your own risk.
- Please make sure that you do not leave valuables (laptops, etc.) in the exhibition area after the exhibition is closed. If valuables need to be left in the booth during night, it is recommended to order extra security staff or an extra insurance. For further details, please contact us.
- Do not leave your booth unattended during the day.
- Do not leave valuable items in storage lockers, cupboards or other areas at the end of each exhibition day.

# MORE USEFUL INFORMATION...

- **Set up and decoration of booths**

The exhibitors and their companies involved in assembling and decoration of stands must comply with the following rules:

- Stands must respect a general height of 2,50m and must not exceed.
- The ceiling height is 3,80m, it is not possible to hang up anything in Pavilion 1.
- Assembly of stands that include the construction of second storeys must have explicit authorization from LCC.
- LCC's installations must be respected constantly, namely fire hydrants, extinguishers, speakers, general indicators, television circuits, and fire detectors.
- On-site building of stands in the whole exhibition area of LCC is strictly forbidden, so is the use of cutting machines, welding machines, sanders and spray guns. Stands must be devised and prepared so that their construction can be obtained solely by assembling the elements that constitute them.

- **Technical requirements and restrictions**

- Materials used in stand walls must be slow to ignite, i.e. no more flammable than wood.
- Acceptable materials include chipboard, fiberboard (non-porous) and plywood. Fabrics and other decorations must be treated with flame retardant.

## CONTACT DETAILS - EXHIBITION

If you have any questions concerning the EuCAP 2015 exhibition and sponsorship, please do not hesitate to contact us via:

- Email [EuCap2015@realize-events.de](mailto:EuCap2015@realize-events.de)
- Tel +49 89 660 799 420
- Fax +49 89 660 799 777

**During the EuCAP 2015, please contact us on our mobile phones:**

Melanie Wieser	+351 916 411 007 (Exhibition & Sponsor handling)
Martha Schoenborn	+49 176 450 320 01 (Overall EuCAP 2015 Handling)





Order Forms FILEDESIGN booth EuCAP 2015

## Order Form – Booth

### Deadlines

All prices indicated are valid until March, 31st; from April 1st up to April 5th prices will undergo a 30% increment.

From April 6th to the 11th there is a 50% increment in price .

All last minute requests will be determined on a case by case basis according to the availability of our services, nonetheless we will do our utmost to meet all requests.

Please send to:

Melanie Wieser  
eucap2015@realize-events.de  
Fax: +49-89-660799-777

[eucap2015@realize-events.de](mailto:eucap2015@realize-events.de)

**Bank Information:**

AIP Feiras, Congressos e Eventos  
IBAN/Identification  
PT50 0018.0000.39829121001.38

Banco Santander Totta,  
S.A.  
TOTAPTPL

### Exhibitor Invoicing information:

Company Name:

Address:

Fiscal Identification Number :

Service Description	dimensions	amount	booth number
	9sqm (3mx3mx2,5m height)		
	18sqm (3mx6mx2,5m height)		

### Exhibitor identification in self-adhesive vinyl

Please fill in below the exact spelling of your company name (up to 20 graphic characters):

### The indicated booth includes

One power connection

Energy consumption

White walls;

Exhibitor identification in self-adhesive vinyl (up to 20 graphic characters);

Lighting: 3 spotlights (100W ) per 9m<sup>2</sup>

One triple phase plug

One Wastepaper basquet

GENERAL Industrial floor carpeting



Dark blue

For individual carpeting (please choose what colour you prefer)






	Red		Green
	Black		Dark Grey
	Grey		

Table	
-------	---

Two chairs	
------------	--

OR

One counter	
-------------	---

**Additional for the booths**

Service Description	Unit Price
PRIVATE ROOM 1X1 WITH DOOR	75,00 €
PRIVATE ROOM 2X1 WITH DOOR	150,00 €
PRIVATE ROOM 2X2 WITH DOOR	300,00 €
LAMINATED WOOD PANEL	20,00 €
CARPET FOR BOOTH (SUPPLY AND SET UP) M2	4,00 €
CARPET FOR AISLES (SUPPLY AND SET UP) M2	4,00 €
PLATFORM WITH CARPET 10CM M2	17,00 €
COUNTER	29,90 €
TABLE FILD.	22,00 €
CHAIR FILD.	8,76 €
LACQUERED TABLE TOP FILD.	50,00 €
WASTEBASKET	3,50 €



Order Forms FILEDESIGN



## Order Form – Furniture

### Deadlines

All prices indicated are valid until March, 31st; from April 1st up to April 5th prices will undergo a 30% increment.

From April 6th to the 11th there is a 50% increment in price .

All last minute requests will be determined on a case by case basis according to the availability of our services, nonetheless we will do our utmost to meet all requests.

Please send to: Melanie Wieser  
eucap2015@realize-events.de [eucap2015@realize-events.de](mailto:eucap2015@realize-events.de)  
Fax: +49-89-660799-777  
AIP Feiras, Congressos e Eventos  
IBAN/Identification Banco Santander Totta, S.A.  
PT50 0018.0000.39829121001.38 TOTAPTPL

### Exhibitor Invoicing information:

Company Name:

Address:

Fiscal Identification Number :

	Description	Dimensions	Quantity	Unit Price	Sub-total
	Aluminum Structure Counter with doors and lock	100 x 50 x 100 cm (height)		29,90 €	
	Carpentry Counter	110 cm (height)		42,90 €	
	Cupboard with doors and lock (black or white)	90 x 60 x 100 cm (height)		36,00 €	
	High Stool (black or white)			23,00 €	
	Leroy high stool (black or white)	38 x 41 x 57 or 78 cm (height)		14,30 €	
	Diamant chair (transparent)	46 x 40 x 81 cm (height)		9,30 €	
	Musa chair (black or white)	45 x 53 x 82 cm (height)		6,45 €	
	Upholstered grey chair			14,90 €	
	Tulipa chair	50 x 56 x 80 cm (height)		12,00 €	

	Swan Chair (black or white)	75 x 64 x 86 cm (height)		42,90 €	
	Sofa 1 Pax (black or white)	76 x 70 x 68 cm (height)		28,60 €	
	Fabric Sofa 2 Pax (black)	180 x 88 x 60 cm (height)		64,95 €	
	Nappa fabric Sofa 2 Pax (white)	180 x 88 x 60 cm (height)		70,10 €	
	Solsta sofa (black or white)	63 x 67 x 50 cm (height)		27,20 €	
	Pouf cubo (black or white)			17,50 €	
	Pouf (black or white)			15,00 €	
	Glass top round table	80 x 72 cm (Ø 60cm or Ø 80cm)		17,20 €	
	Tulipa table (white)	80 x 72 cm		31,20 €	
	Mable high table (black or white)	70x 92,5 (Ø 60 cm)		17,20 €	
	White rectangular table	124,5 x 45 x 72 cm (height)		11,50 €	

	Low glass top table (wangede or witte)	78 x 78 x 45 cm (height)		29,90 €	
	Low table (black or white)	60 x 60 x 60 cm (height)		15,45 €	
	Brochure display rack (A4)			24,20 €	
	A3 sheet display rack	30 x 119 cm (height)		21,10 €	
	Coat stand			12,20 €	
	Waste basket (black)			3,50 €	
	Cube (Can be painted in different colors)	50 x 50 x 90 cm (height)		50,00 €	



## Order Form – Information Technology (3 Days Event)

Payment Conditions: 100% with the application, which is only valid after payment

<b>Event Name</b>			
<b>Company Name / Booth</b>			
<b>Contact Name</b>			
<b>VAT Number</b>			
<b>Company Address</b>			
<b>Postcode / Town</b>		<b>Country</b>	
<b>Fax</b>		<b>Telephone</b>	
<b>E-mail</b>		<b>Mobile Phone</b>	

Service Description	Quantity	Unit Price / 3 Days	Sub-Total
<b>HUMAN RESOURCES</b>			
IT ASSISTANT		585,00€	
IT TECHNICIAN		840,00€	
<b>PC'S</b>			
NOTEBOOK PC		127,00€	
NOTEBOOK MACBOOKPRO RENTING		152,00€	
DESKTOP PC RENTING WITH 17" MONITOR		125,00€	
DESKTOP PC RENTING (WITHOUT MONITOR)		104,00€	
<b>MONITORS</b>			
17" LCD MONITOR RENTING		21,40€	
17" LCD MONITOR TOUCH SCREEN		76,00€	
19" LCD MONITOR RENTING		56,00€	
22" LCD MONITOR RENTING		73,00€	
32" LCD MONITOR RENTING		101,00€	
<b>PRINTER'S AND COPY MACHINE (*1)</b>			
NETWORK LASER PRINTER A4 / COLOR		290,00€	
NETWORK LASER PRINTER A4 / BLACK AND WHITE		100,00€	
ALL-IN-ONE (PRINTER/SCANNER/FAX)		125,00€	
COLOR COPY MACHINE		PER REQUEST	
<b>NETWORKING</b>			
INTERNET CONNECTION FOR 1 PC		79,00€	
LOCAL NETWORK CONNECTION		45,80€	
WIRELESS NETWORK WITH INTERNET ACCESS		PER REQUEST	
WIRELESS LOCAL NETWORK		PER REQUEST	
ASSIGN PUBLIC IP		27,00€	
ADDITIONAL BANDWIDTH: 1 MBPS		120,00€	
ADDITIONAL BANDWIDTH: 2 MBPS		232,50€	
ADDITIONAL BANDWIDTH: 4 MBPS		457,50€	
ADDITIONAL BANDWIDTH: 8 MBPS		907,50€	
<b>TELECOMMUNICATIONS</b>			
TELEPHONE RENTAL + LINE (WITH €15,00 PULSE COST)		93,00€	
FAX + LINE (WITH €15,00 PULSE COST)		155,00€	
DDI ANALOG LINE (EXTENTION) WITH €15,00 PULSE COST		77,80€	

LRD ANALOG LINE NORMAL (DIRECT LINE) WITH LRD - TRAFFIC INCLUDED		277,60€	
2 WAY BASIC ACCESS: DIGITAL LINE (ISDN) (TRAFFIC INCLUDED) NORMAL		425,00€	
CABLE TV SETUP		PER REQUEST	

(\*1) The rental price of printers and copy machine include a set of consumables. The paper is not included.

<b>Sub-total</b>	
<b>VAT (23%)</b>	
<b>TOTAL</b>	

- a) These costs include set-up and dismantling of the equipment.  
 b) Requests received after the stipulated deadline will be charged with an addition of 50%.  
 c) Loss or damage to equipment will be charged to the applicant.  
 d) It is not allowed the used of own distribution equipment (*routers, switches, hubs, access points, etc.*).

<p>I authorize you to charge on my credit card:</p> <p><input type="checkbox"/> Visa <input type="checkbox"/> Euro/Mastercard <input type="checkbox"/> Other _____</p> <p>Card No. _____</p> <p>Expiration Date: ___ / ___ / ___</p> <p>Security Code: _____</p> <p>Name on Credit Card: _____</p> <p>Signature: _____</p> <p>Total amount to be paid: _____</p>	<p><input type="checkbox"/> Bank Transfer to:</p> <p><b>AIP – Feiras, Congressos e Eventos</b></p> <p><b>Bank:</b> Santander Totta, S.A.</p> <p><b>Balcony:</b> Avenida Conde Valbom</p> <p><b>NIB:</b> 0018.0000.39829121001.38</p> <p><b>Swift Code:</b> TOTAPTPL</p> <p><b>Total amount to be paid:</b></p> <p>_____</p>
--	---

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_ / \_\_\_ / \_\_\_

<p>Melanie Wieser  <a href="mailto:eucap2015@realize-events.de">eucap2015@realize-events.de</a>          Fax: +49-89-660799-777</p>	<p>To be filled by AIP Feiras, Congressos e Eventos</p> <p>Received on: ___ / ___ / ___      Invoiced on: ___ / ___ / ___</p> <p>Signature: _____      Signature: _____</p>
---	---

## Order Form – Audio/Visual Equipment

Payment Conditions: 100% with the application, which is only valid after payment

Event Name			
Company Name / Booth			
Contact Name			
VAT Number			
Company Address			
Postcode / Town		Country	
Fax		Telephone	
E-mail		Mobile Phone	

Service Description	Quantity	No. Days	Unit Price/Day	Sub-total
PLASMA MONITOR <i>SONY</i> 42" WITH GROUND SUPPORT			100,00 €	
PLASMA MONITOR <i>PIONEER</i> 50" WITH GROUND SUPPORT			180,00 €	
PLASMA MONITOR <i>PIONEER</i> 60" WITH GROUND SUPPORT			540,00 €	
DVD PLAYER <i>SONY</i>			20,00 €	
DVD PLAYER <i>PIONEER</i> 7300			75,00 €	
DVD RECORDER <i>SONY</i>			50,00 €	
VIDEO PROJECTOR <i>SONY</i> VPL EX 1 XGA (1500 LUMENS)			75,00 €	
VIDEO PROJECTOR <i>SONY</i> PX 30/31 (2,800 LUMENS)			150,00 €	
VIDEO PROJECTOR <i>SONY</i> PX 40 (3,500 LUMENS)			250,00 €	
101 LOUDSPEAKERS <i>BOSE</i>			10,00 €	
402 LOUDSPEAKERS <i>BOSE</i>			15,00 €	
802 LOUDSPEAKERS <i>BOSE</i>			20,00 €	
SOUND KIT (MIXING TABLE + AMPLIFIER + 2 SPEAKERS)			175,00€	
WIRED MICROPHONE (*)			20,00€	
WIRELESS MICROPHONE (*)			50,00€	

(\*) Involves requesting a Sound Kit

- a) These costs include set-up and dismantling of the equipment.  
 b) Requests received after the stipulated deadline will be charged with an addition of 50%.  
 c) Loss or damage to equipment will be charged to the applicant.

Sub-total	
VAT (23%)	
<b>TOTAL</b>	



<p><b>I authorize you to charge on my credit card:</b></p> <p><input type="checkbox"/> Visa   <input type="checkbox"/> Euro/Mastercard   <input type="checkbox"/> Other _____</p> <p>Card No. _____</p> <p>Expiration Date: ____ / ____ / ____</p> <p>Security Code: _____</p> <p>Name on Credit Card: _____</p> <p>Signature: _____</p> <p>Total amount to be paid: _____</p>	<p><input type="checkbox"/> <b>Bank Transfer to:</b></p> <p><b>AIP – Feiras, Congressos e Eventos</b></p> <p><b>Bank:</b> Santander Totta, S.A.</p> <p><b>Balcony:</b> Avenida Conde Valbom</p> <p><b>NIB:</b> 0018.0000.39829121001.38</p> <p><b>Swift Code:</b> TOTAPTPL</p> <p><b>Total amount to be paid:</b></p> <p>_____</p>
--	---

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

<p>Melanie Wieser <a href="mailto:eucap2015@realize-events.de">eucap2015@realize-events.de</a> Fax: +49-89-660799-777</p>	<p><b>To be filled by AIP Feiras, Congressos e Eventos</b></p> <p>Received on: ____ / ____ / ____      Invoiced on: ____ / ____ / ____</p> <p>Signature: _____      Signature: _____</p>
---	--



## Order Form – Cleaning Services

Payment Conditions: 100% with the application, which is only valid after payment

Event Name			
Company Name / Booth			
Contact Name			
VAT Number			
Company Address			
Postcode / Town		Country	
Fax		Telephone	
E-mail		Mobile Phone	

Service Description	Quantity	Unit Price / sq m	Sub-total
1 <sup>st</sup> CLEANING		1,50 €/ sqm	
1 <sup>st</sup> CLEANING AND DAILY CLEANING FOR 2 DAYS		1,85 €/ sqm	
1 <sup>st</sup> CLEANING AND DAILY CLEANING FOR 3 DAYS		2,30 €/ sqm	
1 <sup>st</sup> CLEANING AND DAILY CLEANING FOR 4 DAYS		2,70 €/ sqm	
1 <sup>st</sup> CLEANING AND DAILY CLEANING FOR 5 DAYS		3,00 €/ sqm	
1 <sup>st</sup> CLEANING AND DAILY CLEANING FOR 6 DAYS		3,40 €/ sqm	

a) Requests received after the stipulated deadline will be charged with an addition of 50%.

Sub-total	
VAT (23%)	
<b>TOTAL</b>	

<p>I authorize you to charge on my credit card:</p> <p><input type="checkbox"/> Visa <input type="checkbox"/> Euro/Mastercard <input type="checkbox"/> Other _____</p> <p>Card No. _____</p> <p>Expiration Date: ___ / ___ / ___</p> <p>Security Code: _____</p> <p>Name on Credit Card: _____</p> <p>Signature: _____</p> <p>Total amount to be paid: _____</p>	<p><input type="checkbox"/> Bank Transfer to:</p> <p><b>AIP – Feiras, Congressos e Eventos</b></p> <p><b>Bank:</b> Santander Totta, S.A.</p> <p><b>Balcony:</b> Avenida Conde Valbom</p> <p><b>NIB:</b> 0018.0000.39829121001.38</p> <p><b>Swift Code:</b> TOTAPTPL</p> <p><b>Total amount to be paid:</b></p> <p>_____</p>
--	---

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_ / \_\_\_ / \_\_\_

<p>Melanie Wieser  <a href="mailto:eucap2015@realize-events.de">eucap2015@realize-events.de</a>          Fax: +49-89-660799-777</p>	<p>To be filled by AIP Feiras, Congressos e Eventos</p> <p>Received on: ___ / ___ / ___      Invoiced on: ___ / ___ / ___</p> <p>Signature: _____      Signature: _____</p>
---	---

## Order Form – Electrical Services

Payment Conditions: 100% with the application, which is only valid after payment

Event Name			
Company Name / Booth			
Contact Name			
VAT Number			
Company Address			
Postcode / Town		Country	
Fax		Telephone	
E-mail		Mobile Phone	

Service Description	Quantity	Unit Price	Sub-total
ELECTRIC CONNECTION UNTIL 10 KW		27,00 €	
ELECTRIC CONNECTION UNTIL 20 KW		43,30 €	
ELECTRIC CONNECTION UNTIL 40 KW		62,50 €	
ELECTRIC CONNECTION UNTIL 65 KW		89,30 €	
CONSUMPTION KW / H		0,36€	
TRIPLE PLUG MONOPHASE 16 <sup>A</sup>		16,40 €	
MONOPHASE ELECTRIC BOARD 10 <sup>A</sup>		33,70€	
ELECTRIC BOARD HAVING THREE PHASES 16 <sup>A</sup>		52,10 €	
ELECTRIC BOARD HAVING THREE PHASES 32 <sup>A</sup>		92,00 €	
ELECTRIC BOARD HAVING THREE PHASES 63 <sup>A</sup>		153,20 €	

- a) These costs include set-up and dismantling of the equipment.  
 b) Requests received after the stipulated deadline will be charged with an addition of 50%.  
 c) Loss or damage to equipment will be charged to the applicant.

Sub-total	
VAT (23%)	
<b>TOTAL</b>	



<p><b>I authorize you to charge on my credit card:</b></p> <p><input type="checkbox"/> Visa   <input type="checkbox"/> Euro/Mastercard   <input type="checkbox"/> Other _____</p> <p>Card No. _____</p> <p>Expiration Date: ___ / ___ / ___</p> <p>Security Code: _____</p> <p>Name on Credit Card: _____</p> <p>Signature: _____</p> <p>Total amount to be paid: _____</p>	<p><input type="checkbox"/> <b>Bank Transfer to:</b></p> <p><b>AIP – Feiras, Congressos e Eventos</b></p> <p><b>Bank:</b> Santander Totta, S.A.</p> <p><b>Balcony:</b> Avenida Conde Valbom</p> <p><b>NIB:</b> 0018.0000.39829121001.38</p> <p><b>Swift Code:</b> TOTAPTPL</p> <p><b>Total amount to be paid:</b></p> <p>_____</p>
---	---

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_ / \_\_\_ / \_\_\_

<p>Melanie Wieser <a href="mailto:eucap2015@realize-events.de">eucap2015@realize-events.de</a> Fax: +49-89-660799-777</p>	<p><b>To be filled by AIP Feiras, Congressos e Eventos</b></p> <p>Received on: ___ / ___ / ___      Invoiced on: ___ / ___ / ___</p> <p>Signature: _____      Signature: _____</p>
---	--





## Order Form – Hostesses & Security Guards

Payment Conditions: 100% with the application, which is only valid after payment

Event Name			
Company Name / Booth			
Contact Name			
VAT Number			
Company Address			
Postcode / Town		Country	
Fax		Telephone	
E-mail		Mobile Phone	

Service Description	Quantity	No. Hours	Unit Price/Hour	Sub-total
HOSTESS (* <sup>1</sup> )			11,85 €/ HOUR	
MASCOT a)			14,00€/ HOUR	
SECURITY GUARD/VIGILANT a)			12,20€/ HOUR	

a) All the services require a minimum contracting of 4 hours.

Sub-total	
VAT (23%)	
<b>TOTAL</b>	

(\*<sup>1</sup>) HOSTESSES REQUIREMENTS – LANGUAGES

ENGLISH  SPANISH  FRENCH  OTHER: \_\_\_\_\_

Observations: \_\_\_\_\_

<p><b>I authorize you to charge on my credit card:</b></p> <p><input type="checkbox"/> Visa <input type="checkbox"/> Euro/Mastercard <input type="checkbox"/> Other _____</p> <p>Card No. _____</p> <p>Expiration Date: ___ / ___ / ___</p> <p>Security Code: _____</p> <p>Name on Credit Card: _____</p> <p>Signature: _____</p> <p>Total amount to be paid: _____</p>	<p><input type="checkbox"/> <b>Bank Transfer to:</b></p> <p><b>AIP – Feiras, Congressos e Eventos</b></p> <p><b>Bank:</b> Santander Totta, S.A.</p> <p><b>Balcony:</b> Avenida Conde Valbom</p> <p><b>NIB:</b> 0018.0000.39829121001.38</p> <p><b>Swift Code:</b> TOTAPTPL</p> <p><b>Total amount to be paid:</b></p> <p>_____</p>
---	--



Feiras, Congressos e Eventos

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Melanie Wieser  
[eucap2015@realize-events.de](mailto:eucap2015@realize-events.de)  
Fax: +49-89-660799-777

To be filled by AIP Feiras, Congressos e Eventos

Received on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Invoiced on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_



## Order Form – Parking

Payment Conditions: 100% with the application, which is only valid after payment

Event Name			
Company Name / Booth			
Contact Name			
VAT Number			
Company Address			
Postcode / Town		Country	
Fax		Telephone	
E-mail		Mobile Phone	

Service Description	Quantity	No. Days	Unit price/ Day/ Car	Sub-total
EXHIBITORS PARKING / DAY / CAR			10,41 €	

a) Exhibitors special rate per day.

Sub-total	
VAT (23%)	
<b>TOTAL</b>	

<p>I authorize you to charge on my credit card:</p> <p><input type="checkbox"/> Visa <input type="checkbox"/> Euro/Mastercard <input type="checkbox"/> Other _____</p> <p>Card No. _____</p> <p>Expiration Date: ___ / ___ / ___</p> <p>Security Code: _____</p> <p>Name on Credit Card: _____</p> <p>Signature: _____</p> <p>Total amount to be paid: _____</p>	<p><input type="checkbox"/> Bank Transfer to:</p> <p><b>AIP – Feiras, Congressos e Eventos</b></p> <p><b>Bank:</b> Santander Totta, S.A.</p> <p><b>Balcony:</b> Avenida Conde Valbom</p> <p><b>NIB:</b> 0018.0000.39829121001.38</p> <p><b>Swift Code:</b> TOTAPTPL</p> <p><b>Total amount to be paid:</b></p> <p>_____</p>
--	---

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

<p>Melanie Wieser  <a href="mailto:eucap2015@realize-events.de">eucap2015@realize-events.de</a>          Fax: +49-89-660799-777</p>	<p>To be filled by AIP Feiras, Congressos e Eventos</p> <p>Received on: ____ / ____ / ____      Invoiced on: ____ / ____ / ____</p> <p>Signature: _____      Signature: _____</p>
---	---



## Order Form – Plants and Flowers

Payment Conditions: 100% with the application, which is only valid after payment

Event Name			
Company Name / Booth			
Contact Name			
VAT Number			
Company Address			
Postcode / Town		Country	
Fax		Telephone	
E-mail		Mobile Phone	

Code	Description	Quantity	Unit Price / Event	Sub-Total
<b>NATURAL PLANTS</b>				
307	PLANTS WITH 60CM HEIGHT		28,30 €	
120	PLANTS WITH 120CM HEIGHT		24,70 €	
120A	PLANTS WITH 120CM HEIGHT		24,70 €	
310	PLANTS WITH 150CM HEIGHT		28,30 €	
300	PLANTS WITH 160CM HEIGHT		37,60 €	
301	PLANTS WITH 160CM HEIGHT		37,60 €	
302	PLANTS WITH 160CM HEIGHT		26,70 €	
303	PLANTS WITH 160CM HEIGHT		26,70 €	
304	PLANTS WITH 170CM HEIGHT		24,70 €	
170	PLANTS WITH 170CM HEIGHT		30,90 €	
170A	PLANTS WITH 170CM HEIGHT		30,90 €	
313	PLANTS WITH 190CM HEIGHT		32,90 €	
321	PLANTS WITH 190CM HEIGHT		32,90 €	
200	PLANTS WITH 200CM HEIGHT		43,20 €	
200A	PLANTS WITH 200CM HEIGHT		43,20 €	
110	SMALL PLANTS		8,70 €	
318	PLANTS WITH 0,20CM HEIGHT		14,40 €	
314	PLANTS WITH 0,30CM HEIGHT		15,90 €	
315	PLANTS WITH 0,30CM HEIGHT		15,90 €	
320	PLANTS WITH 0,30CM HEIGHT		14,90 €	
317	PLANTS WITH 0,40CM HEIGHT		32,90 €	
306	PLANTS WITH 0,60CM HEIGHT		21,60 €	
080	RECTANGULAR FLOWER POT 80X20 CM		31,90 €	
080B	RECTANGULAR FLOWER POT 80X20 CM		31,90 €	
082	RECTANGULAR FLOWER POT 82X36 CM		42,70 €	
082B	RECTANGULAR FLOWER POT 75X40X30		42,70 €	
W2000	ORQUIDEA PHALAENOPSIS FLOWER		33,50 €	
W2001	ORQUIDEA PHALAENOPSIS FLOWER		33,50 €	
W2002	ORQUIDEA PHALAENOPSIS FLOWER		33,50 €	
W2003	ANTURIO ENVAZADO		33,50 €	
	TIBETE		54,40 €	
	JARDIM		54,40 €	
<b>ARRANGEMENTS WITH NATURAL FLOWERS</b>				
016	ARRANGEMENT FOR COUNTER		105,50 €	

013	CENTERPIECE OR DESK		50,40 €
015	CENTERPIECE OR DESK		36,50 €
005	OVAL CENTERPIECE		49,90 €
006	OVAL CENTERPIECE		80,80 €
006B	OVAL CENTERPIECE		84,40 €
001	SPEAKER'S TABLE ARRANGEMENT		94,20 €
004	SPEAKER'S TABLE ARRANGEMENT		225,00 €
007	SPEAKER'S TABLE ARRANGEMENT (FLOOR)		119,40 €
009	LECTERN ARRANGEMENT		144,20 €
010	LECTERN ARRANGEMENT		322,30 €
011	LECTERN ARRANGEMENT		117,40 €
018	COLUMN WITH ARRANGEMENT		165,80 €
019	COLUMN WITH ARRANGEMENT		158,60 €
024 A	ACRYLIC CUBE WITH FLOWERS		15,00 €
040 A	ACRYLIC CUBE WITH FLOWERS		15,00 €
047 A	ACRYLIC CUBE WITH FLOWERS		15,00 €
016	ARRANGEMENT FOR COUNTER		105,50 €
013	CENTERPIECE OR DESK		50,40 €
015	CENTERPIECE OR DESK		36,50 €
005	OVAL CENTERPIECE		49,90 €
006	OVAL CENTERPIECE		80,80 €
006B	OVAL CENTERPIECE		84,40 €
001	SPEAKER'S TABLE ARRANGEMENT		94,20 €
004	SPEAKER'S TABLE ARRANGEMENT		225,00 €
007	SPEAKER'S TABLE ARRANGEMENT (FLOOR)		119,40 €
009	LECTERN ARRANGEMENT		144,20 €
010	LECTERN ARRANGEMENT		322,30 €
011	LECTERN ARRANGEMENT		117,40 €
018	COLUMN WITH ARRANGEMENT		165,80 €
019	COLUMN WITH ARRANGEMENT		158,60 €
<b>BIG ARRANGEMENTS</b>			
023	GREEN BALL Ø 120cm		218,30 €
024	GREEN BALL Ø 90cm		158,60 €
025	GREEN BALL Ø 75cm		138,00 €
026	GREEN BALL Ø 60cm		105,50 €
027	GREEN BALL Ø 40cm		52,50 €
033	GREEN BALL WITH FLOWERS Ø 120cm		400,00 €
034	GREEN BALL WITH FLOWERS Ø 90cm		339,30 €
035	GREEN BALL WITH FLOWERS Ø 75cm		226,60 €
036	GREEN BALL WITH FLOWERS Ø 60cm		174,00 €
037	GREEN BALL WITH FLOWERS Ø 40cm		94,20 €
030	SPEAKER'S TABLE ARRANGEMENT		329,50 €
031	SPEAKER'S TABLE ARRANGEMENT		438,20 €
700	STAGE DECORATION - GREEN LEAVES (m2)		27,30 €
021	STAGE DECORATION-EXOTIC LEAVES AND FLOWERS (m2)		41,20 €
022	STAGE DECORATION - EXOTIC LEAVES		38,00 €

a) Requests received after the stipulated deadline will be charged with an addition of 50%.

<b>Sub-total</b>	
<b>VAT (23%)</b>	
<b>TOTAL</b>	



<p><b>I authorize you to charge on my credit card:</b></p> <p><input type="checkbox"/> Visa <input type="checkbox"/> Euro/Mastercard <input type="checkbox"/> Other _____</p> <p>Card No. _____</p> <p>Expiration Date: ___ / ___ / ___</p> <p>Security Code: _____</p> <p>Name on Credit Card: _____</p> <p>Signature: _____</p> <p>Total amount to be paid: _____</p>	<p><input type="checkbox"/> <b>Bank Transfer to:</b></p> <p><b>AIP – Feiras, Congressos e Eventos</b></p> <p><b>Bank:</b> Santander Totta, S.A.</p> <p><b>Balcony:</b> Avenida Conde Valbom</p> <p><b>NIB:</b> 0018.0000.39829121001.38</p> <p><b>Swift Code:</b> TOTAPTPL</p> <p><b>Total amount to be paid:</b></p> <p>_____</p>
---	---

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_ / \_\_\_ / \_\_\_

<p>Melanie Wieser <a href="mailto:eucap2015@realize-events.de">eucap2015@realize-events.de</a> Fax: +49-89-660799-777</p>	<p><b>To be filled by AIP Feiras, Congressos e Eventos</b></p> <p>Received on: ___ / ___ / ___      Invoiced on: ___ / ___ / ___</p> <p>Signature: _____      Signature: _____</p>
---	--





## Order Form – Technical Services

Payment Conditions: 100% with the application, which is only valid after payment

Event Name			
Company Name / Booth			
Contact Name			
VAT Number			
Company Address			
Postcode / Town		Country	
Fax		Telephone	
E-mail		Mobile Phone	

Service Description	Quantity	Unit Price	Sub-total
COLD WATER AND DRAIN SPOT INSTALLATION		96,30€	
DRAIN AND SPOT INSTALLATION		57,30€	
COLD WATER AND DRAIN CONNECTION TO THE EXHIBITOR'S EQUIPMENT		45,40€	
SINK WITH BENCH		106,00€	
CARPET FOR BOOTH (SUPPLY AND SET UP) SQM		5,15€	
PLATFORM WITH CARPET 10CM/SQM		30,00€	

- a) These costs include set-up and dismantling of the equipment.  
 b) Requests received after the stipulated deadline will be charged with an addition of 50%.  
 c) Loss or damage to equipment will be charged to the applicant.

Sub-total	
VAT (23%)	
<b>TOTAL</b>	

<p>I authorize you to charge on my credit card:</p> <p><input type="checkbox"/> Visa <input type="checkbox"/> Euro/Mastercard <input type="checkbox"/> Other _____</p> <p>Card No. _____</p> <p>Expiration Date: ___ / ___ / ___</p> <p>Security Code: _____</p> <p>Name on Credit Card: _____</p> <p>Signature: _____</p> <p>Total amount to be paid: _____</p>	<p><input type="checkbox"/> Bank Transfer to:</p> <p><b>AIP – Feiras, Congressos e Eventos</b></p> <p><b>Bank:</b> Santander Totta, S.A.</p> <p><b>Balcony:</b> Avenida Conde Valbom</p> <p><b>NIB:</b> 0018.0000.39829121001.38</p> <p><b>Swift Code:</b> TOTAPTPL</p> <p><b>Total amount to be paid:</b></p> <p>_____</p>
--	---



Feiras, Congressos e Eventos

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

<p>Melanie Wieser <a href="mailto:eucap2015@realize-events.de">eucap2015@realize-events.de</a> Fax: +49-89-660799-777</p>	<p style="text-align: center;"><b>To be filled by AIP Feiras, Congressos e Eventos</b></p> <p>Received on: ____ / ____ / ____      Invoiced on: ____ / ____ / ____ Signature: _____      Signature: _____</p>
---	---





# Manual AGILITY Consignments & Shippings



9<sup>th</sup> European Conference on Antennas and Propagation  
Lisbon, Portugal | 12-17 April 2015 | [www.eucap2015.org](http://www.eucap2015.org)

## **EuCAP 2015**

**9th European Conference on  
Antennas and Propagation**

**12 -17 April 2015**

**SHIPPING INSTRUCTIONS**

## **Agility Fairs & Events Portugal**

Phone: 00351 707 918 600

E-mail: [fairs\\_portugal@agility.com](mailto:fairs_portugal@agility.com)

Maurício Neves  
[mneves@agility.com](mailto:mneves@agility.com)

Nuno Cunha  
[ncunha@agility.com](mailto:ncunha@agility.com)



## **INTRODUCTION**

Dear Exhibitor,

These instructions will assist you in preparing for the correct and timely dispatch of your exhibits for EuCAP 2015 in Lisbon. We suggest that you read these instructions.

We ask that you to pass these instructions to your freight forwarder for their information so that your exhibits can be correctly dispatched and consigned to us, as failure to comply with the deadlines and instructions will cause unnecessary delays in clearance and may lead to additional expenses being incurred.

Please read these instructions carefully, and note that all work undertaken by Agility Fairs & Events is done so in accordance with our Standard Terms & Conditions, copy to be found on the following link: [www.agilitylogistics.com.au/standardterms&conditions.pdf](http://www.agilitylogistics.com.au/standardterms&conditions.pdf) Shipments consigned to Agility Fairs & Events will indicate acceptance of our Standard Terms & Conditions contained herein, and any quote or tariff supplied by Agility Fairs & Events.

These guidelines are compiled to assist in the speedy and economic clearance of exhibition cargo. If for any reason you cannot comply with any part of our guidelines, then please check with us prior to sending the freight, so together we can work toward securing the clearance/s in time for you to properly set up your stand.



Consignment of goods to Agility Fairs & Events indicates acceptance of these guidelines, terms and conditions contained herein, and any tariff or quote sent.

*Please take note of the invoice requirements. It is in your financial interest to read these files thoroughly. Also note the inclusions and exclusions, such as:*



**Agility's responsibility is to deliver your shipment to the venue on your assigned target date.**

***Agility Fairs and Events will accept no responsibility for late or non-delivery to the venue/s if these guidelines and/or recommendations are not followed.***

**CONSIGNEE INSTRUCTIONS (Road):**

 <p><b><u>ADVANCED WAREHOUSE</u></b></p>	<p><b><u>Consignee:</u></b></p> <p>Agility Fairs &amp; Events c/o Exhibitor Name ... / Hall ... / Stand ... EuCAP 2015 Estrada Nacional nº 10 Km 126,5 Portal do Touro – Sobralinho 2615-701 Alverca Portugal</p> <p><b><u>Notify:</u></b></p> <p>Agility Fairs &amp; Events Mr Maurício Neves Tel: +0351 213926800 e-mail: mneves@agility.com</p>
 <p><b><u>DIRECT UNLOAD</u></b></p>	<p><b><u>Consignee:</u></b></p> <p>Agility Fairs &amp; Events c/o Exhibitor Name ... / Hall ... / Stand ... EuCAP 2015 Lisboa Congress Centre Praça das Industrias 1300-307 Lisboa</p> <p><b><u>Notify:</u></b></p> <p>Agility Fairs &amp; Events Mr Maurício Neves Tel: +0351 213926800 e-mail: mneves@agility.com</p>

**CONSIGNEE INSTRUCTIONS (Air/Sea):**

	<p><b><u>Consignee:</u></b></p> <p>Agility Fairs &amp; Events c/o Exhibitor Name ... / Hall ... / Stand ... EuCAP 2015 Estrada Nacional nº 10 Km 126,5 Portal do Touro – Sobralinho 2615-701 Alverca Portugal</p> <p><b><u>Notify:</u></b></p> <p>Agility Fairs &amp; Events Mr Maurício Neves Tel: +0351 21392600 e-mail: <a href="mailto:mneves@agility.com">mneves@agility.com</a></p> <p>Pls use Lisbon Airport (LIS)</p>
	<p><b><u>Consignee:</u></b></p> <p>Agility Fairs &amp; Events c/o Exhibitor Name ... / Hall ... / Stand ... EuCAP 2015 Estrada Nacional nº 10 Km 126,5 Portal do Touro – Sobralinho 2615-701 Alverca Portugal</p> <p><b><u>Notify:</u></b></p> <p>Agility Fairs &amp; Events Mr Maurício Neves Tel: +0351 213926800 e-mail: <a href="mailto:mneves@agility.com">mneves@agility.com</a></p> <p>Pls use Lisbon port</p>





## **CUSTOMS FORMALITIES/ FREQUENTLY ASKED QUESTIONS:**

### ***How is my shipment cleared through Portuguese Customs?***

Depending on your needs, we can clear your shipment in one of three ways:

- Permanent Duty-Paid Entry: used for all goods which will remain in Portugal and will not be re-exported. This includes all giveaway items such as brochures and samples.
- Temporary Entry: allows temporary import into the Portugal without paying duties or taxes.
- ATA Carnet: goods are imported without the payment of Customs duties and taxes, but may not be given away or sold. All items must be re-exported at the end of the show.

### ***What documents are needed?***



In order to clear the goods, we will need the following documents:

- Single master AWB/BL and separate HAWB/BL for each individual entry in the shipment.
- Commercial invoices in *English* giving full description and value for each item contained in the shipment. The invoice should be issued to your company c/o the exhibition.
- Separate invoices for temporary and permanent items are required.
- Packing list giving weight and dimensions of each package. This information may be included on your commercial invoice.
- Insurance certificate copy with the name of the local settlement agent in the Portugal.

### ***How it works courier shipments (DHL; UPS; FEDEX) through Portuguese Customs?***


- It doesn't. As the customs clearance is severe, courier shipments easily stay in bond warehouse for more than a week occurring in storage charges.
- Upon arrival, shipments are often delivered to the handling airport company and closed as "delivered" but they aren't.
- Payment of Taxes & Duties is always to be paid.

## REQUIRED DOCUMENTATION AT A GLANCE

	<p><b><u>AIR FREIGHT CONSIGMENTS</u></b></p> <p>The following documents are required:</p> <ul style="list-style-type: none"> <li>• Air Waybill</li> <li>• Commercial Invoice</li> <li>• Packing List</li> <li>• Insurance Policy (if applicable)</li> <li>• Brochure (if applicable)</li> </ul>
	<p><b><u>SEA FREIGHT CONSIGMENTS</u></b></p> <p>The following documents are required:</p> <ul style="list-style-type: none"> <li>• Bill of Lading (Express Release BL)</li> <li>• Commercial Invoice indicating HS Codes</li> <li>• Packing List</li> <li>• Insurance Policy (if applicable)</li> <li>• Brochure (if applicable)</li> </ul>



**ARRIVAL DEADLINES**

	<p><b><u>CARGO ARRIVAL DEADLINE VIA AIRFREIGHT</u></b></p> <p>Your cargo Freight needs to arrive at Lisbon Airport (LIS):</p> <p><b>6 April 2015</b></p> <p><b><u>DOCUMENT DEADLINES FOR AIRFREIGHT:</u></b></p> <p>Please ensure you send us full pre alert as soon as possible.</p> <p><b>Original documents need to be attached to the AWB</b></p> <p>Please note these deadlines are subject to General Cargo For restricted items / DG Goods and perishable food items you will need to contact our office for confirmation of arrival deadlines</p>
	<p><b><u>CARGO ARRIVAL DEADLINE VIA SEAFREIGHT</u></b></p> <p>Your cargo Freight needs to arrive at <b>Lisbon</b> Port:</p> <ul style="list-style-type: none"> <li>•FCL CARGO: <b>30 March 2015</b></li> <li>•LCL CARGO: <b>30 March 2015</b></li> </ul> <p><b><u>DOCUMENT DEADLINES FOR SEAFREIGHT:</u></b></p> <p>Please ensure you send us full pre alert <b>PRIOR</b> to vessel departure.</p> <p>Please note these deadlines are subject to General Cargo For restricted items / DG Goods and perishable food items you will need to contact our office for confirmation of arrival deadlines</p>



### **Preparation:**

#### **Plan to ship early**

Advance planning reduces your shipment costs. With increasing security procedures causing delays to and from Portugal, **it is imperative that you meet the deadlines above**. Note that dates above are deadlines, not targets. Arrivals up to 3 weeks before the deadlines are welcome & encouraged. Please notify Agility Fairs Portugal once arrangements are made.

#### **How to ship**

Choose the method of shipment that works best for your exhibit.

Select ocean freight if your schedule allows for up to 6 weeks transit. Choose air freight for a much shorter transit time. Small ocean freight shipments (shipments under 1 cubic meter) incur several minimum charges, so air freight is sometimes less expensive than sea freight for small shipments.

**Be aware that couriers in your home country do not give out accurate Customs information.**

#### **Notification**

You must notify Agility Fairs & Events of the details of your shipment.

List Agility Fairs & Events at the above address as the notify party on all shipping documents.

All shipping documents must be e-mailed or faxed to Agility Fairs & Events as soon as they're issued.

**Only then can Agility Fairs & Events clear your shipment through Portuguese Customs.**

### **Details:**

#### **Labeling and Packing**

Portuguese Customs requires that all goods be permanently marked with their country of origin. Clearly label every piece with your company name, the name of the show and your booth number. Large labels work best. Be sure that your packing materials are adequate protection for both the means of transport and the sensitivity of your goods.

#### **Wood Packing Materials**

All wood packaging must be treated and marked. This includes crating, pallets, cases, skids and dunnage. Shipments packed in non-treated and marked wood material will not be permitted entry by Portuguese Customs and will be re-exported at the shipper's expense.

#### **Documentation**

Prepare a commercial invoice in English with complete descriptions and model/serial numbers. List harmonized tariff (HTS) numbers for each line item on the invoice.

Include a packing list with the dimensions, gross and net weights of each package shipped.

#### **Insurance**

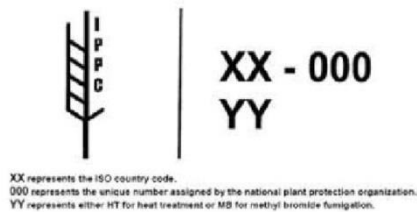
Take out adequate insurance to cover the value of your exhibit to and from the show.

### **INSURANCE COVER**

While all care is taken by Agility Fairs & Events in handling shipment, no liability is accepted for any internal or non-visible irregularities to the contents of your shipment. We strongly recommend exhibitors to insure shipment for the conveyance from origin to stand including the transit storage in our advance warehouse. All transactions are undertaken subject to our Standard Trading Conditions.

## **PACKING & LABELING**

We suggest that your goods are well packed. Any wooden packaging must be ISPM 15 treated and stamped as per the below example. Please contact us for further information if you are unsure about ISPM 15 requirements.



To ensure your goods can be quickly located at site or during transit, please mark each case/carton as follows, on at least 2 sides:

<p><b>“Exhibiting Company Name” c/o EuCAP 2015</b></p> <p><b>Booth No. _____</b></p> <p><b>Lisbon, PORTUGAL</b></p>
---



Price List AGILITY Transport & Handling

<b>Road Freight</b>			
<b>Service</b>	<b>Lifting / Handling ex Truck on to booth and Vs</b>		<b>EUR €</b>
1	per loading metter - (min 250€) Vehicle / Exhibitor) lump sum full load 13,6 (1 cbm 300 kg / 1 ldm = 4cbm)	per ldm per 13,6 ldm	85,00 € 850,00 €
<b>Service</b>	<b>Lifting / Handling ex Truck via our advanced warehouse</b>		
2	Transport from advanced warehouse to booth or Vs per cbm (1 cbm = 300 kg / 1 ldm = 4 cbm) MINIMUM per shipment	per cbm	55,00 € 200,00 €
<b>Air Freight</b>			
<b>Service</b>	<b>Transport and Handling Costs</b>		<b>EUR €</b>
3	Transport from airport to advanced warehouse or Vs per kg - chargeable weight (1 cbm = 167 kgs) MINIMUM per shipment 1 cbm	per kg	1,55 €
4	Transport from advanced warehouse to booth or Vs per cbm (1 cbm = 300 kg / 1 ldm = 4 cbm) MINIMUM per shipment	per cbm	55,00 € 200,00 €
5	Airline Handling / THC / transfer charges / storage		at cost
<b>Sea Freight</b>			
<b>Service</b>	<b>Transport and Handling Costs for LCL</b>		<b>EUR €</b>
6	Transport from port to advanced warehouse or Vs per kg - chargeable weight (1 cbm = 300 kgs) MINIMUM per shipment	per cbm	55,00 € 200,00 €
7	Transport from advanced warehouse to booth or Vs per cbm (1 cbm = 300 kg / 1 ldm = 4 cbm) MINIMUM per shipment	per cbm	55,00 € 200,00 €
8	THC / transfer charges / storage		at cost
<b>Service</b>	<b>Transport and Handling Costs for FCL</b>		<b>EUR €</b>
9	Transport from port to venue and Vs 20' or 40'	per container	450,00 €
10	Unloading and deliver to stand (individual exhibits not exceeding 2.000 kg or 220 x 100 x 220 cm)	per cbm	40,00 €
11	THC / transfer charges / storage		at cost
<b>Service</b>	<b>Courrier shipments direct arrival to venue</b>		<b>EUR €</b>
12	per shipment		145,00 €
<b>Service</b>	<b>Customs Clearance Formalities</b>		<b>EUR €</b>
13	Temporary or Final import / Export Customs clearance* * based on Proforma CIF value	up to 10.000€ up to 15.000€	225,00 € 325,00 €
14	Customs examination - per shipment	per shipment / per way	65,00 €
15	Import / Export clearance per ATA Carnet	per way	195,00 €
16	Temporary clearance bond fee MINIMUM per shipment		2% 100,00 €
17	VAT / DUTY		at cost
18	Use of deferment account for VAT / DUTY MINIMUM		2% 50,00 €
<b>Service</b>	<b>Manipulation of Empties &amp; Accessible Storage</b>		<b>EUR €</b>
19	Colection / Storage / Redelivery of emptyes from / to both (minimum 2cbm) Full goods storage during show on call	per cbm per cbm	55,00 € on request
<b>Service</b>	<b>Labour and Forklift for working on stand only</b>		<b>EUR €</b>
20	Unskilled worker, wordays, per hour (minimum 4 hours) Forklift 2 tons, per hour indivisible	per hour	45,00 € 110,00 €
<b>Service</b>	<b>Other costs</b>		<b>EUR €</b>
21	Service charge	per shipment / per way	95,00 €
22	Compulsory insurance fee per shipment	per shipment / per way	15,00 €
<b>Service</b>	<b>Surcharges</b>		<b>%</b>
23	Overtime from 17:30 to 20:00 Overtime from 20:00 to 08:30 Saturdays Sundays / Bank Holidays		50% 100% 100% 100%
24	Late arrival surcharge for all shipments arriving after the deadline provided by Agility		25%