

TECHNICAL EXHIBITION

INFORMATION ON STANDS AND EXHIBITOR'S REQUIREMENTS

1. PLACE

Congress Centre of LNEC
Av. do Brasil, 101
1700-066 LISBOA

2. AREA AND COST OF STANDS

- The Exhibition will consist of 20 stands.
The Exhibition areas will be the main meeting points outside the technical sessions and the places where coffee will be served during conference breaks.

STANDS	N. OF STANDS AVAILABLE	COST €
9 m2 (3m x 3m)	12	€ 1.500,00 (VAT included)

Cost of the stands includes:

- White walls within aluminium profiles;
- grey aluminium profiles;
- pavement covered with grey carpet;
- fascia 30 cm high with exhibitors name ("lettering" - 1 colour);
- 1 power outlet 220 volts, 60 Hertz (2 pin plug);
- 5 light spots of 100 Watts each;
- 1 table;
- 2 chairs;
- 1 case with lock;

3. APPLICATION AND REGISTRATION

Each stand has an identification number, so that the Exhibitor may designate his preference on the registration form.
The final allocation of stands will be made taking into consideration both the Exhibitor's preference and the date of payment. When bank transfer is used, a copy must also be enclosed.
A receipt and a confirmation letter will be sent to the Exhibitor following the reception of the payment.

4. SAFETY

General safety services in the exhibition areas will be available during the Conference. Small equipments (portable PC's, etc.) are recommended to be locked in the stand whenever the exhibitor is absent.
The Exhibitor will be responsible for his own licenses and insurance. Furthermore, the Exhibitor will also be responsible for any damage done by this staff to the building.

5. CLEANING SERVICES

Cleaning services will be provided during the Conference.

6. ELECTRIC POWER

The supply of three-phase energy is possible.

7. SETTING-UP - DISMANTLING

SETTING-UP: Stands will be delivered to Exhibitors at 8.00am on Tuesday - 16 October
DISMANTLING: All exhibition material must be removed from the stands until 6.00pm on Saturday - 20 October

9. FURTHER INFORMATION

Any further information should be addressed to:

Organizing Committee
LNEC – Laboratório Nacional de Engenharia Civil
DIEAG – Apoio à Organização de Reuniões
Av. do Brasil, 101 – 1700-066 LISBOA - PORTUGAL
Phone + 351.218443483 - Fax + 351.218443014 - E-mail: formacao@lnec.pt

TECNHICAL EXHIBITION

STAND ORDER FORM

COMPANY/INSTITUTION
 ADDRESS CITY
 POST/ ZIP CODE COUNTRY
 VAT NUMBER COMPANY WEBSITE
 ADDRESS
 CONTACT NAME E-MAIL
 PHONE FAX
 BUSINESS OF COMPANY

STAND REQUIRED

Type of stand - 9 m2 (3mx3m) €

TOTAL DUE € _____

1st OPTION	2nd OPTION	3rd OPTION
_____	_____	_____
(Number of stand)	(Number of stand)	(Number of stand)

NAME TO BE INDICATED IN THE STAND FASCIA "LETTERING"
 PRODUCTS AND/OR SERVICES TO DISPLAY

PAYMENT

Bank transfer (free of bank charges)

NIB: 001803650020001058222
 IBAN: PT 50 001803650020001058222
 Swift code of the Bank: TOTAPTPL
 Santander Bank Portugal - Largo Frei Heitor Pinto, 7-A/B – P-1700-204 Lisbon
 Account holder: FUNDCIC
 In the amount of €
 A copy of the bank transfer should be attached to this form

Credit card

Name of Cardholder:
 Credit card number: Exp. Date: □□□□/□□/□□
 Visa Mastercard
 Safety code (last 3 digits on the signature area on the back of your card): □□□
 American Express
 Safety code (4 digits on the front of your card above the card number): □□□□
 Authorised signature: Date: □□□□/□□/□□

Cheque (only for participants having a bank account in Portugal)

Cheque number
 Name of bank
 In the amount of € payable to "FUNDCIC"
 Please note that all the payments have to be "free of any charges for the recipient". Any charges that arise have to be borne by the sender.
 Date: □□□□/□□/□□ Signature:

PLEASE SEND THIS FORM TO:

Organizing Committee
 LNEC
 DIEAG – Apoio à Organização de Reuniões
 Av. do Brasil, 101 – 1700-066 LISBOA – Telef.. 218443483 – Fax 218443014 - E-mail: formacao@lnecc.pt