



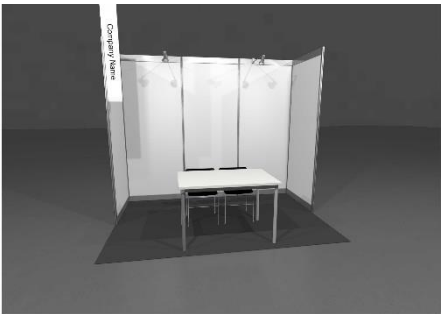

**18th OIDFA General Assembly and
Lace Event WE LOVE LACE
10 – 11 August 2018
Zaandam, The Netherlands
TRADERS' REGISTRATION FORM**



Please write legibly in CAPITAL letters.




Company name	
Address (Write all the information that needs to be included in your invoice.)	
Contact person	
Telephone	
Email	
Name to be used to identify stand (max. 25 characters with spaces)	

Please choose the exhibition stand you wish to rent at the 2018 OIDFA Lace Event - Zaandam:

Stand size	Price	Description	Tick your choice
Small – 6 m2 Floor plan 3 x 2 m. 	€ 300	<ul style="list-style-type: none"> - backwalls of 250 x 100 cm; - 2 side walls of 250 x 100: - namepanel with company name: - 2 pendelspot on an arm 18 watt LED; - table of 160 x 80 cm; - 2 chairs. Wi-Fi Internet connection. Free admission to the congress venue for 2 persons.	
Middle – 8 m2 Floor plan 4 x 2 m. 	€ 400	<ul style="list-style-type: none"> - backwalls of 250 x 100 cm; - 2 side walls of 250 x 100: - namepanel with company name: - 2 pendelspot on an arm 18 watt LED; - 2 tables of 160 x 80 cm; - 4 chairs. Wi-Fi Internet connection. Free admission to the congress venue for 3 persons.	

Stand size	Prize	Description	Tick your choice
Large – 10 m2 Floor plan 5 x 2 m. Extra Large – 12 m2 Floor plan 6 x 2 m.	€ 500 € 600	- backwalls of 250 x 100 cm; - 2 side walls of 250 x 100; - namepanel with company name: - 3 pendelspots on an arm 18 watt LED; - 2 tables of 160 x 80 cm; - 4 chairs. Wi-Fi Internet connection. Free admission to the congress venue for 4 persons.	

Please choose the additional equipment you wish to rent:

Additional item	Price and description	How many do you need?
Electrical connection of 1.5 kW	€ 80 per piece	
Electrical connection of 3 kW	€ 120 per piece	
Conference table 120 x 80 cm	€ 34 per piece	
Conference chair	€ 12 per piece	
 Glass showcase 1	€ 150 per piece Showcase: 60 x 60 x 200 cm	
 Glass showcase 2	€ 150 per piece Showcase: 83 x 49 x 200 cm	
 Glass showcase 3	€ 150 per piece Showcase: 103 x 56 x 93 cm	

For further enquiries regarding stands and additional equipment, please contact oidfaga2018@gmail.com.

Please write the full names of persons (number in accordance with your stand size) who will work at your exhibition stand:

1.
2.
3.
4.

INSTALLATION OF STANDS: Thursday 09 August 2018: 09:00 – 19:00

Friday 10 August 2018: 08:30 – 11:00

OPENING HOURS FOR THE PUBLIC: Friday 10 August 2018: 11:00 – 17:00

Saturday 11 August 2018: 09:00 – 16:00

The Blackbox doors shall be opened at 08:30 on Friday and Saturday.

CANCELLATION CONDITIONS:

Cancellations before 30 April 2018 shall be charged with a cancellation fee amounting to 20% of the total price.

Cancellations after 30 April 2018 shall be charged with a cancellation fee amounting to 80% of the total price.

No refund shall be possible for cancellations made after 15 May 2018.

SECURITY & INSURANCE

The Congress venue is locked and under alarm during night time. During the day, however, you shall be responsible for your goods. The organiser is not liable for the reimbursement of your lost or stolen items. The Exhibitor may, at their own expense, decide to take out an insurance policy.

ACCOMMODATION

Traders can book their accommodation through the website www.dutchtourism.nl from September 2017 onwards.

Place, date and signature:

Please complete the Traders' Registration Form with all the required information and send it to oidfaga2018@gmail.com by and including 31 January 2018. An electronic invoice will be sent to your e-mail address after the receipt of your Traders' Registration Form. Your stand will be arranged for you as requested once your invoice has been duly paid.

Should you wish to advertise your company in the Congress Proceedings, you are kindly asked to send your advertisement, ready for print and in line with the guidelines, by and including 31 January 2018 to oidfaga2018@gmail.com.

For further queries, please contact oidfaga2018@gmail.com