

EXPO SILESIA Conference Rooms Rental Form

Order and charges for additional services

SK**Organizer's Data**

COMPANY	<input type="text"/>	VAT ID	<input type="text"/>
ADDRESS	<input type="text"/>		
	(street)	(postal code)	(city)
	<input type="text"/>	<input type="text"/>	MOBILE <input type="text"/>
PHONE	<input type="text"/>	FAX	<input type="text"/>
		e-mail	<input type="text"/>

The Organizer is renting the conference rooms in Expo Silesia in Sosnowiec (41-219), ul. Braci Mieroszewskich 124 for the following event:

DATE	<input type="text"/>	Hours	<input type="text"/>
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Other utilities and services (net price in PLN)

No.	ITEM	PRICE	QUANTITY	VALUE
1	Rental of the multifunctional space - 42 sqm (price per day)	250		
2	Rental of ticket office - 1 cash register (price per day)	150		
3	Rental of the conference room up to 300 people, theatre style, standard equipment (price per hour)	250		
4	Rental of the conference room up to 200 people, theatre style, standard equipment (price per hour)	150		
5	Rental of the conference room up to 80 people, theatre style, standard equipment (price per hour)	110		
6	Rental of the conference room up to 55 people, with equipment (price per hour)	100		
7	Rental of the conference room up to 20 people, with equipment (price per hour)	90		
8	Rental of multimedia equipment (projector + screen) - (price per 1 day - 8 hours)	300		
9	Rental of the notebook - (price per 1 day)	100		
10	Rental of the lectern - (price per 1 day)	50		
11	Rental of the additional conference table [160 x 69 cm] - (price per 1 day)	20		
12	Internet acces RJ 45 in conference rooms - up to 10 connections	300		
13	Rental of the additional sound system - (price per 1 day)	200		

Equipment of the conference room up to 300/200/80 people: sound system, multimedia projector, screen 400 cm x 300 cm, 2 microphones, padded chairs, 2 conference tables.

Equipment of the conference room up to 55/20 people: multimedia projector, screen 240 cm x 190 cm, padded chairs, 2 conference tables.

Notes about the manner of preparation of the conference rooms:

All prices in PLN. The prices do not include VAT.

Total net value
of order from Form **SK**

Terms of order completion:

1. The Rental Form should be delivered (by fax, e-mail, mail or in person) to the headquarters of Kolporter Expo Sp. z o.o. (Ltd), ul. Braci Mieroszewskich 124, 41-219 Sosnowiec.
2. Kolporter EXPO will confirm the reservation and issue a pro-forma invoice which will be forwarded to the Organizer.
3. The Organizer will pay a non-refundable deposit - 50% of the total gross value of the order (including Polish VAT). The deposit will be paid 30 days prior to the date of the event. The reservation from this point is binding for both parties.
4. The second installment (50% of the total gross value of the order) must be paid no later than 7 days prior to the date of the event. Non-payment of the outstanding balance by the due date will be construed as resigning from the reservation and absolving Kolporter Expo from booking the dates for the Organizer.
5. All payments regarding the aforementioned orders should be made exclusively by bank transfer to **Kolporter Expo Sp. z o.o.**

Kredyt Bank S.A. Oddział Kielce A/C No, PL 30 1500 1458 1214 5004 7965 0000; SWIFT CODE: KRDBPLPW.

Company stamp, date

Signature of the authorized representative

Please send the Application Forms by fax or e-mail and the original of the Forms by mail.