

## 13<sup>th</sup> EUROPEAN RENTAL ASSOCIATION CONVENTION

Vienna, 23 – 24 May 2018

### Table Top Exhibition Offers and information

This document has been put together by the ERA Secretariat to give you information on how to book space in the table-top exhibition to take place in the social area of the ERA Convention 2018, on 23 – 24 May.

#### I- Exhibition Spaces

All spaces include basic furniture (1 table and 2 chairs) and one 220V electricity plug.

A link will be sent to you by email mid-January 2018, giving you the possibility to order and reserve your stand(s). Spaces will be allocated on a first come - first served basis. Prices do not include VAT.

For further information on conditions applying to the table-top exhibition, including set-up and dismantling times, please read our general terms and conditions for the event.

Item	Price before 01/03/2018	Price after 01/03/2018
<u>Exhibition</u>		
<b>3*2m space – ERA Members Rate</b>	<b>3.000 EUR</b>	<b>3.600 EUR</b>
<b>3*2m space – Non-Members Rate</b>	<b>4.300 EUR</b>	<b>5.200 EUR</b>
<b>6*2m space – ERA Members Rate</b>	<b>5.200 EUR</b>	<b>6.200 EUR</b>
<b>6*2m space – Non-Members Rate</b>	<b>7.100 EUR</b>	<b>8.500 EUR</b>

## **II- Payment**

As soon as your reservation is done online, you will receive an invoice for payment. If your company requires purchase order numbers to be mentioned on invoices received, please provide one at the time of passing your order.

Please note that, in case the payment of your company is not received in full in the 30 days following your reservation, the space reserved by your company will be considered as available again.

**For questions on the table-top exhibition, please call:**

**Tomas Babicky at +32 2 761 16 62 (land line) or +32 473 89 50 77 (mobile)**

**or email: [era@erarental.org](mailto:era@erarental.org).**

## **ERA Convention 2018**

### **General Terms and Conditions of the Event** **Registration and Cancellation Policy**

The present terms and conditions apply to the table top exhibition organized in the framework of the European Rental Association's 2018 Convention on 23 – 24 May 2018. The exhibition is taking place in the Austria Trend Hotel Savoyen Vienna, Rennweg 16, 1030 Vienna, Austria.

#### **1° Description of Table-Top Exhibition**

Alongside the ERA Convention, in the area where social events (cocktail, coffee breaks, luncheon...) will be taking place and just outside the main conference room, a table-top exhibition will be organized.

The European Rental Association will be providing exhibitors with exhibition space and one table, two chairs and one electricity plug (220V, 1.1kW). The furniture provided will be the same for all stands.

On the space allocated to them, exhibitors are free to display banner stands, brochures, small objects or to display presentations on a computer. It is strictly forbidden to display exhibits outside the allocated space, as well as to display large or heavy exhibits (above 50 kg).

Set-up of the table-top exhibition starts at 8.00 on 23 May 2018 and ends at 13.00 on that day. Dismantling starts at 15.30 and ends at 19.00 on 24 May 2018.

#### **2° Exhibition space allocation**

Space will be allocated on a first come – first served basis, once the registration is open.

#### **4° Cancellation Policy - Cancellation by the exhibitor**

Exhibitors can cancel their participation until 1 March 2018. Until that date, payments already received will be refunded (limited to the amount paid). However, a fee of 200 EUR will be charged to cover administrative and banking costs. Refunds will be handled after the event.

In case of cancellation after 1 March 2018 or in case of no-show, fees paid will not be refunded.

#### **5° Cancellation Policy - Cancellation by the organiser**

If the European Rental Association cancels the event for any reason other than force majeure, fees will be refunded to the exhibitors. However, refunds are limited to the amount paid by exhibitors. The European Rental Association is not liable for any other loss or expenses incurred by exhibitors as a consequence of the cancellation.

In the event that the ERA Convention 2018 would be cancelled, postponed or relocated on account of fire, flood, riot, earthquake, civil commotion, decisions taken by the national and/or local authorities, weather conditions, strike, lock-out, labour disturbances, explosions, sabotage, accident, terrorism, war, acts of God or any other causes or casualties beyond the control of the European Rental Association, no refund shall be made. Exhibitors waive all claims for damage in this case.