



**IBTTA 83<sup>rd</sup> Annual Meeting & Exhibition  
August 30 – September 2, 2015  
The Doubletree by Hilton, Dublin, Ireland**

**EXHIBITORS' FREQUENTLY ASKED QUESTIONS**

**What information do I need to provide to IBTTA?**

Please provide a company description (approximately 100-150 words) and add your company's URL at the end of the paragraph for the printed program and a high resolution (300 dpi) vector-based version of your company logo. IBTTA will begin to raise awareness of your company as an exhibitor on the *83<sup>rd</sup> Annual Meeting & Exhibition* meeting page and mobile meetings app.

**Where and to whom do I send my exhibit display and packages? By what date may I schedule these deliveries to arrive at the hotel?**

The hotel can receive shipments for IBTTA Annual Meeting exhibitors beginning on Wednesday, August 26. Friday, August 28 should be considered the absolute last day for shipments. Deliveries are accepted Monday through Friday between the hours of 8:00 am - 4:00 pm.

Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

IBTTA 83<sup>rd</sup> ANNUAL MEETING & EXHIBITION

**The Doubletree by Hilton**

Upper Leeson Street

Dublin 4, Ireland

**What are the hotel's rules and regulations for package handling?**

Hotels often have very limited storage facilities, so please limit boxes to those weighing no more than 50 pounds and ship to the hotel no more than three (3) days prior to the function. Shipments received prior to the three (3) days may be returned. For shipments larger than this, please contact Kathleen Davis, *IBTTA Conference Logistics Manager*, at 202.659.4620 x12 or [kdavis@ibtta.org](mailto:kdavis@ibtta.org). Larger packages should arrive on the day of setup.

Any package being shipped out of the hotel must be prepaid, addressed, labeled and ready for mailing prior to the end of the exhibit show. If you require package handling, storage, or pallet delivery and storage, there may be fees assessed by the hotel for their services. Information will be provided upon request.

**Where will the exhibits be located? See floor plan on page 6 of this document.**

The exhibit area is located in the Landsdowne Room, Ulster, Munster, and Lenster Suites on the ground floor of the Doubletree Hilton Hotel. IBTTA will be assigning exhibit spaces from paid exhibit reservations received on a first come/first choice basis. Exhibit spaces will be numbered and you will be notified of your position prior to the meeting.

**What does the exhibit space include?**

You will have the following:

- 2.5m white aluminum structure
- 3m x 3m octanorm shell scheme system with all white walls
- Name plate 1000 x 275mm high, with standard blue lettering
- Two spotlights - 120w spotlight (located behind the fascia board)
- Electrical switchboard - one twin socket 1KW, power supply included (located on back wall of stand)
- One banquet table
- Two chairs
- Wastebasket

**How do I order special services?**

Special requests (e.g., electricity, equipment rental) may be ordered by using *obexpo's* order form found at the end of this document. Basic Wi-Fi is available throughout the hotel at no fee. For additional internet service requests, please contact Kathleen Davis, *IBTTA Conference Logistics Manager*, at 202.659.4620 or [kdavis@ibtta.org](mailto:kdavis@ibtta.org).

**Is the exhibit floor carpeted? What is the ceiling height?**

Yes, the exhibit floor is carpeted. The ceiling height of the Landsdowne Room is 5.70 m. The ceiling height of the Ulster, Munster, and Lenster Suites is 4.20 m. Contact Terri Lankford at [tlankford@ibtta.org](mailto:tlankford@ibtta.org) to determine the ceiling height for your specific exhibit space.

**When is Set up and Tear Down?**

Exhibitors will set up on Sunday, August 30 from 8:00 am – 6:00 pm.  
Tear Down of exhibits will be on Tuesday, September 1 from 5:30 – 7:00 pm.

## What are the exhibit hours?

### Sunday, August 30

- Set up  
8:00 am – 6:00 pm

### Monday, August 31

- Refreshment Break with Exhibits  
10:30 – 11:00 am
- Dessert/Coffee with Exhibits  
1:00 – 2:00 pm
- Refreshment Break with Exhibits  
3:30 – 4:00 pm
- Evening Reception with Exhibits  
5:30 – 7:00 pm

### Tuesday, September 1

- Refreshment Break with Exhibits  
10:00 – 10:30 am
- Dessert/Coffee with Exhibits  
1:00 – 2:00 pm
- Refreshment Break with Exhibits  
3:30 – 4:00 pm
- Tear Down  
5:30 pm – 7:00 pm

## Will there be Security?

The exhibit area is not locked when the exhibits are closed and the hotel is not held responsible for securing the area. Please prepare accordingly.

## How many people may we have in the booth? How do they register?

There is no maximum number of people you may have in your exhibit booth.

One complimentary “booth only” registration is included with each 10’ x 10’ exhibit space reservation. If you have any additional personnel that will be **solely** staffing your exhibit booth for this meeting, please remember that the rate for each booth only attendee is \$400.

Please use the attendee registration form for all individuals (including your one complimentary booth staff member) and return it to our Meeting Registrar, Harry Smith at [hsmith@ibtta.org](mailto:hsmith@ibtta.org) or by fax to 202-659-0500. Those of you who are already registered as attendees for the full meeting do not need to do anything further, but we want to be sure we are accounting for everyone in the Exhibit Hall and that all booth personnel will have a pre-printed name badge. **Attendee form can be found on next page.**

The \$400 exhibitor (booth only) fee includes all activities in the exhibit area. The fee does not include sessions, tours, or outside events, but it does include all IBTTA Annual Meeting meal functions in the hotel. Exhibitors wishing to attend all meeting functions should register at the full Delegate attendee type. Each exhibitor **MUST** complete an attendee registration form.

“Booth only” exhibitors wishing to attend technical tours and other off-site events may register for those special events separately. (See meeting brochure for details.)

# ATTENDEE REGISTRATION FORM

**4 EASY WAYS TO REGISTER**

**ONLINE** [www.IBTTA.org/DUBLIN](http://www.IBTTA.org/DUBLIN)  
**FAX** Complete this form and fax to (202) 659-0500  
**SCAN** to Harry Smith – [hsmith@ibttta.org](mailto:hsmith@ibttta.org)  
**MAIL** Complete form below and send it with payment to:  
 IBTTA, 1146 19th Street, NW Suite 600, Washington, DC 20036

## PLEASE COMPLETE ONE FORM PER REGISTRANT

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 Title \_\_\_\_\_ Name for Badge \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_  
 Twitter Handle \_\_\_\_\_  I do not have one.  
 Guest Name \_\_\_\_\_ Name for Badge \_\_\_\_\_

### 1. REGISTRATION FEES (All fees are per person in U.S. dollars.)

After **August 14, 2015**, registrations will only be accepted on-site. If your registration is not confirmed by **August 14, 2015**, your name will not appear on the final registration list. Registration Fees include all meals, receptions and events listed in the Program with the exception of individually priced tours. Your organization's dues must be paid to qualify for the member rate.

Registration Type	Member	Non-Member
Delegate	<input type="checkbox"/> \$850.00	<input type="checkbox"/> \$1,150.00
Government <sup>1</sup>	<input type="checkbox"/> \$650.00	<input type="checkbox"/> \$950.00
Speaker/Moderator	<input type="checkbox"/> \$425.00	<input type="checkbox"/> \$425.00
Exhibitor (floor only) <sup>2</sup>	<input type="checkbox"/> \$400.00	<input type="checkbox"/> \$400.00
Guest <sup>3</sup>	<input type="checkbox"/> \$400.00	<input type="checkbox"/> \$400.00
Media <sup>4</sup>	No Fee. Sessions only. Requires Approval.	

**ATTENTION DELEGATES!**  
 Register before August 14th  
 to appear in the registration list.  
[www.IBTTA.org/dublin](http://www.IBTTA.org/dublin)

### 2. TECHNICAL TOURS

Please register to guarantee participation. Tickets will be sold on-site but are subject to availability.

	# OF TICKETS	PRICE	AMOUNT
<input type="checkbox"/> <b>M50 Motorway</b> Sunday, August 30, 2015 • 9:00am – Noon	_____ x	<b>\$40.00</b>	= \$ _____
<input type="checkbox"/> <b>The Port Tunnel</b> Sunday, August 30, 2015 • 9:00am – Noon	_____ x	<b>\$40.00</b>	= \$ _____
		<b>SUBTOTAL</b>	<b>\$ _____</b>

### 3. GUEST TOURS

	# OF TICKETS	PRICE	AMOUNT
<input type="checkbox"/> <b>City Tour of Dublin</b>   Sunday, August 30 • 9:00am – Noon	_____ x	<b>\$45.00</b>	= \$ _____
<input type="checkbox"/> <b>North Dublin Experience</b>   Monday, August 31 • 10:00am – 4:30pm	_____ x	<b>\$120.00</b>	= \$ _____
<input type="checkbox"/> <b>Boyne Valley</b>   Monday, August 31 • 10:00am – 4:30pm	_____ x	<b>\$110.00</b>	= \$ _____
<input type="checkbox"/> <b>Wicklow-Glendalough</b>   Tuesday, September 1 • 10:00am – 5:30pm	_____ x	<b>\$112.00</b>	= \$ _____
<input type="checkbox"/> <b>Fabulous Food Trail</b>   Wednesday, September 2 • 2:00pm – 4:30pm	_____ x	<b>\$73.00</b>	= \$ _____
		<b>SUBTOTAL</b>	<b>\$ _____</b>

### Fee Information

Delegate and speaker/moderator registration fees include all functions in the official program.

<sup>1</sup> Government rates apply to employees and/or members of governing body of international, federal, state, county and local provincial governments.

<sup>2</sup> Exhibitor registration fees include all meal functions and the Sunday opening event but do NOT include sessions. This fee is for exhibitors wishing to bring booth-only workers.

<sup>3</sup> Guest refers to a spouse or personal friend, not a business associate or staff member. Guest and Youth rate includes all meal functions, receptions and the Sunday, Monday and Tuesday evening events.

<sup>4</sup> Members of credentialed media are welcome to attend sessions only and must check in at IBTTA registration desk. Contact Bill Cramer, [bcramer@ibttta.org](mailto:bcramer@ibttta.org).

### Refund and Cancellation Policy

Full registration refunds less \$75 administrative fee will be made if cancellation is received in writing by IBTTA before August 14, 2015. No refunds will be issued after this date. Tours are subject to cancellation if minimums are not met. No refunds will be issued for tour reservations cancelled after August 14, 2015. No refunds will be issued for no-shows. Substitutions are allowed at any time.

### Special Requirements

If you have special meal or other requirements, please contact Kathleen Davis at [kdavis@ibttta.org](mailto:kdavis@ibttta.org).

### Registration Questions?

Contact Harry Smith, IBTTA Registrar, at [hsmith@ibttta.org](mailto:hsmith@ibttta.org) or (202) 659-4620 x10.

### PAYMENT SUMMARY

1. Registration Fees	\$ _____
2. Technical Tours	\$ _____
3. Guest Tours	\$ _____
<b>Total Due</b>	<b>\$ _____</b>

### METHOD OF PAYMENT

I wish to use the credit card listed below:

- Visa  MasterCard  American Express  
 Check enclosed  
 Wire Transfer Pending  
 (Contact Harry Smith at [hsmith@ibttta.org](mailto:hsmith@ibttta.org))

NOTE: If you would like to have your professional fees billed separately from your personal fees, please contact Harry Smith at (202) 659-4620 x10 or [hsmith@ibttta.org](mailto:hsmith@ibttta.org).

Card Number \_\_\_\_\_

Exp. Date \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

Authorized Signature (only if paying by credit card) \_\_\_\_\_

Billing Address if Different from Above \_\_\_\_\_

I have read and understand the payment and cancellation policies outlined above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Where is the hotel located? How do I make sleeping room reservations?**

The *IBTTA 83<sup>rd</sup> Annual Meeting & Exhibition* will be held in the Doubletree by Hilton in Dublin, Ireland. Please visit [www.ibtta.org/Dublin](http://www.ibtta.org/Dublin) for reservation information. The cut-off date to obtain the IBTTA negotiated hotel rate is **August 4, 2015** or until the room block is sold out.

### **Can I receive a preliminary list of attendees?**

Yes, exhibitors will receive updated lists of the registered attendees on a weekly basis beginning the week of August 2, 2015.

### **Questions?**

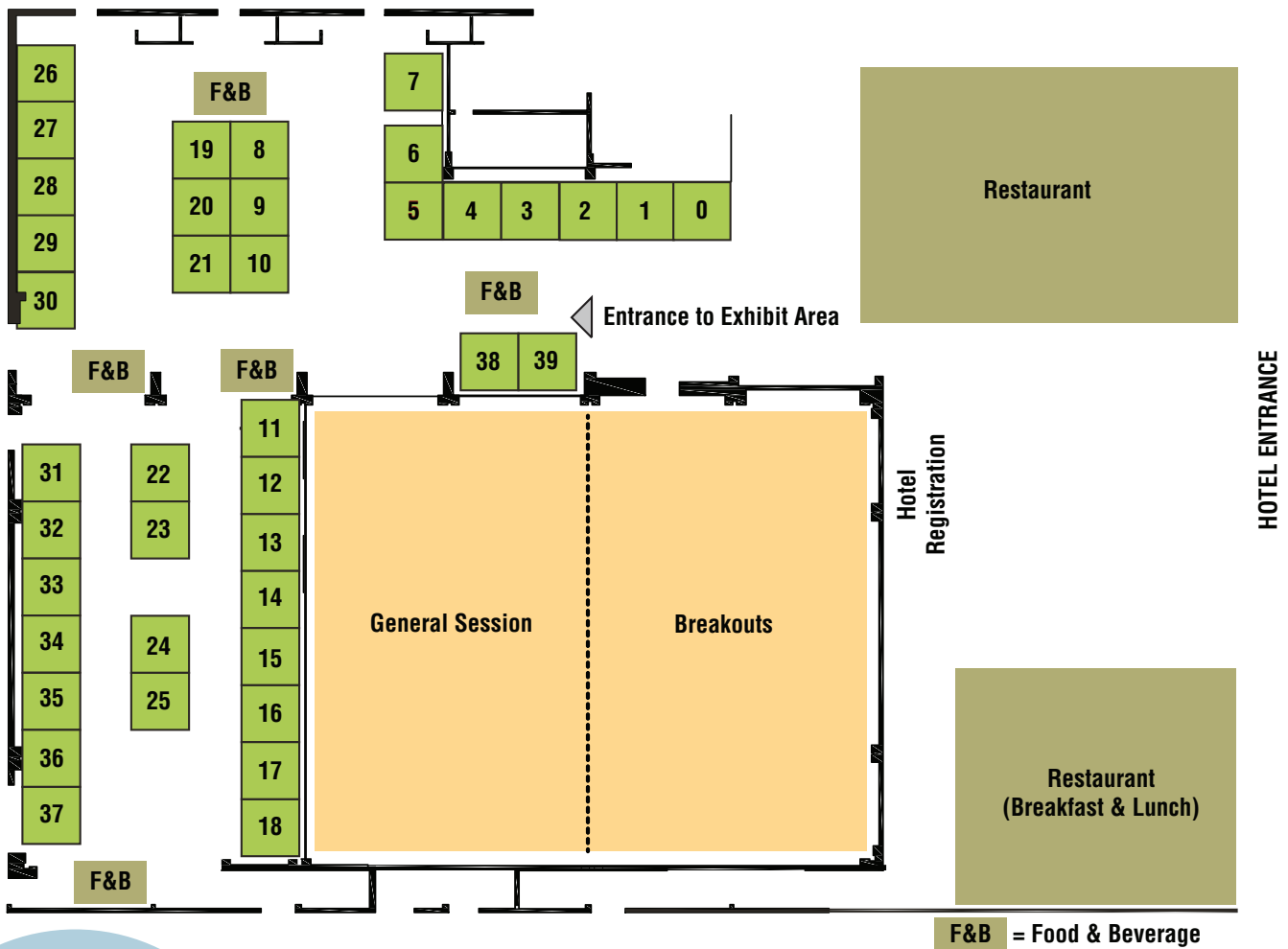
Contact Terri Lankford at [tlankford@ibtta.org](mailto:tlankford@ibtta.org) or 202.659.4620 x11 if you have additional questions or need assistance that is not addressed in the above information.

**We look forward to seeing you in Dublin!**

# EXHIBIT

## EXHIBIT AREA FLOORPLAN

IBTTA 83<sup>rd</sup> Annual Meeting & Exhibition | August 30—September 2, 2015 | DoubleTree Hilton





Increase Your Visibility in the Tolling Industry — Exhibit in Dublin at the IBTTA Annual Meeting!

## EXHIBITOR PRICING

**Member** Exhibitor Single Booth (\$3,000)  
*includes one exhibit floor only registrant*

**Non-Member** Exhibitor Single Booth (\$4,800)  
*includes one exhibit floor only registrant*

### Benefits include:

- Listing, logo and company description in final program;
- Company listing on IBTTA's meeting web page;
- Recognition in email promotion leading to meeting;
- Listing in mobile app;
- Preliminary and final registration lists;

### PLUS!!

- One complimentary **exhibit floor only** registration.

## COMPANY INFORMATION

Organization (to be listed in program)

Contact Name

Email

Office Phone

## EXHIBIT BOOTH ON-SITE CONTACT

Name

Mobile Phone (used to contact on-site)

Email

Mailing Address

City

State

Postal Code

### Check this box if:

- this contact is to be registered as the one complimentary exhibit floor only attendee for the company.
- this contact will register as a full Delegate when registration opens.

**Additional booth personnel will need to register (exhibit floor only) by filling out a separate Attendee Registration Form.**

### \*IMPORTANT NOTE:

**One complimentary exhibit floor only registration is included with each exhibit booth. Additional booth personnel will need to register at \$400 per person (exhibit floor only).**

This fee applies to all activities in the exhibit area only and is for Exhibitors wishing to bring "booth only" staff. The fee does not include sessions or tours, but it does include meal functions in the exhibit area. Exhibitors wishing to attend all functions should register as a full Delegate. Individual tickets can be purchased for the additional activities. Each Exhibitor **MUST** complete an Attendee Registration Form located at [www.IBTTA.org/dublin](http://www.IBTTA.org/dublin). Your organization will be recognized as an Exhibitor when IBTTA receives full payment.

**BOOTH CHOICE** (Assigned on first-come, first-served basis)  
Booths measure approx. 3m x 3m (approx. 10 ft. x 10 ft.)

First Choice \_\_\_\_\_ Second Choice \_\_\_\_\_ Third Choice \_\_\_\_\_  
(see floorplan on previous page)

## PAYMENT INFORMATION

### Exhibit Booths

Member # \_\_\_\_\_ @ \$3,000 = \$ \_\_\_\_\_  
Non-Member # \_\_\_\_\_ @ \$4,800 = \$ \_\_\_\_\_

### Exhibit Booth Personnel

Exhibitor # \_\_\_\_\_ @ \$400 = \$ \_\_\_\_\_

**TOTAL DUE \$ \_\_\_\_\_**

## PAYMENT METHOD

- Check Enclosed  
 Wire Transfer / ACH (Harry Smith at [hsmith@ibttta.org](mailto:hsmith@ibttta.org) for details)

To secure your exhibit booth, return this form with payment to IBTTA.  
1146 19th Street, NW, Suite 600, Washington, DC 20036-3725  
Fax (202) 659-0500 or scan to [tlankford@ibttta.org](mailto:tlankford@ibttta.org)

**QUESTIONS?** Contact Terri Lankford at [tlankford@ibttta.org](mailto:tlankford@ibttta.org) or (202) 659-4620 x11.

See Exhibit Terms and Conditions on next page. Upon receipt of completed form and full payment, IBTTA will send confirmation to contact on this form.



# TERMS

## IBTTA EXHIBIT TERMS AND CONDITIONS

- Payment:** Full payment is required before Exhibit Space will be reserved. All fees must be paid in U.S. dollars and drawn on a U.S. bank. Payor must assume all bank fees.
- Exhibitor Rate:** Your organization's 2015 IBTTA membership dues must be paid in full by time of reservation to qualify for the member-discounted Exhibitor rate.
- Cancellation Policy:** All Exhibit Space cancellations or reductions must be made in writing. Refunds are calculated as follows:
  - Cancellation or reduction of Exhibit Space prior to July 15, 2015, a refund of 50% of Exhibit Space cost will be granted.
  - Cancellation of Exhibit Space after July 15, 2015, no refund will be granted.
- Insurance:** Exhibitor shall effect insurance coverage for all exhibit merchandise at site and in transit exclusive of business interruption insurance, if applicable, and IBTTA shall not be responsible for any loss or damage thereto, howsoever incurred. The Exhibitor must carry his own fire insurance and public liability insurance of not less than one million dollars and provide proof of insurance to IBTTA prior to move-in. Please note the hotel may check for this when you move in, so be sure to have proof of insurance with you onsite.
- Exhibit Set-Up/Tear Down:** Installation and Dismantling of Exhibits may only be conducted during the time specified.
- Exhibit Guidelines:** IBTTA will follow the official Guidelines for Display Rules and Regulations as issued by the International Association of Exposition Management. A copy of these rules may be requested from the IBTTA office.
- Considerations:** The playing of music or loud noises within the exhibit or display area is strictly prohibited.

### EXHIBITOR PRICING

I have read the terms and conditions set forth in this contract and I have agreed to abide by these terms and conditions which form a part of this contract between our firm (Exhibitor) and the International Bridge, Tunnel and Turnpike Association.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### QUESTIONS?

Contact Terri Lankford at [tlankford@ibtta.org](mailto:tlankford@ibtta.org) or (202) 659-4620 x11.

### EXHIBIT INFORMATION

- Booth space measures 3m x 3m (approximately 10' x 10') and includes standard background and side rail drapes, one draped table, two chairs, one wastebasket and an ID sign. The exhibit area is carpeted and any additional furnishings or modular exhibits may be ordered through the designated decorating company.
- An Exhibitor Kit with order forms and shipping instructions will be provided to all Exhibitors and accessible online at [www.IBTTA.org/dublin](http://www.IBTTA.org/dublin).
- Booth assignments will be made by IBTTA on a first-come, first-served basis upon receipt of payment and a completed, signed copy of this Exhibit Contract.
- Your organization will be recognized as an Exhibitor when full payment is received by IBTTA.

### EXHIBITOR REGISTRATION INFORMATION

- One complimentary exhibit floor only registration is included with each exhibit booth. Additional booth personnel will need to register at \$400 per person (exhibit floor only). **All exhibit personnel MUST register using an official IBTTA Attendee Registration Form.**
- Exhibitors registering prior to August 16, 2015, will appear in the advance registration list given to all Delegates.
- The \$400 booth only registration fee applies to all activities in the exhibit area only and is for Exhibitors wishing to bring "booth only" staff. The fee does not include sessions or tours, but it does include breakfast (for registered hotel guests only) and lunch in the hotel on Monday and Tuesday. An Exhibitor wishing to attend all functions should register as a full Delegate.





# IBTTA Dublin 2015 - Exhibitor Order Forms

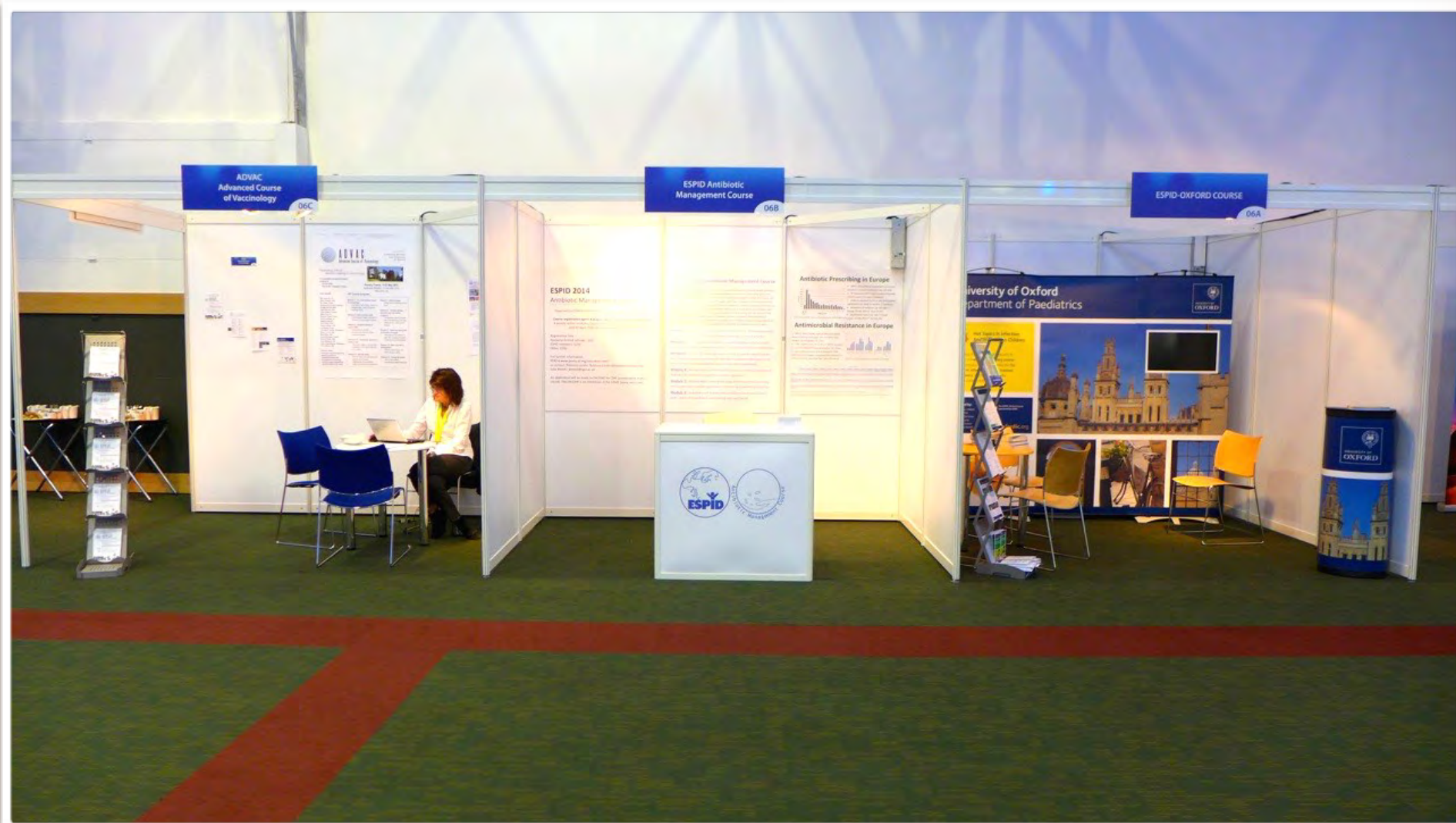
Please send the completed forms no later than **Friday 14th August 2015** to **obexpo**

for the attention of Tony O'Brien at [tony@obexpo.ie](mailto:tony@obexpo.ie)

*thank you.*

The shell scheme package includes the following:

- 2.5m white aluminium structure.
- 3m x 3m octanorm shell scheme system, with white walls.
- Name plate 275mm high, with standard blue lettering.
- Two spotlights - 120w spotlight (located behind the fascia board)
- Electrical switchboard - one twin socket 1KW , power supply included.( located on back wall of stand)
- The Exhibition hall is carpeted.







**F1 - DEM COUNTER WITH STOOL**  
white demonstration counter with high stool  
sliding doors and shelf ( not lockable)  
90cm high x 90 cm w x 45 cm deep  
PRICE 150.00



**F2 - EXECUTIVE FURNITURE PACK**  
round table 75cm diameter with 3 navy casala  
upholstered chairs  
PRICE 140.00



**F3 - BEECH FURNITURE PACK**  
round table in beech finish with 3 beech veneer casala  
curvy chairs  
PRICE - 120.00



**F4 - POD SET -**  
high bar table with 3 high back stools  
available in black or white  
PRICE - 160.00



**F5 - FLAT SHELIVING**  
99cm wide x 30 cm deep in white laminate finish - can be  
continuous or individual  
PRICE - 35.00 per linial metre



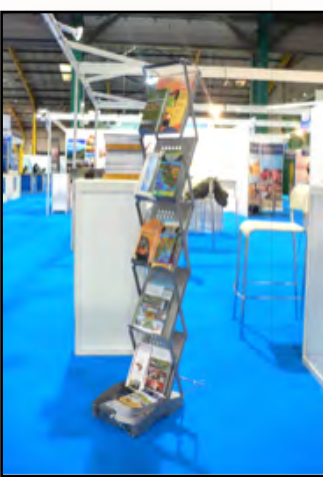
**F6 -PC / TV BASE PLINTH**  
55cm w 55 cm d x 100cm h  
PRICE - 110.00



**F7- EXPO TRESTLE TABLE ( 150 CM X 50  
CM )**  
PRICE - 90.00



**F8 -LOCKABLE DOOR / STOREROOM**  
PRICE - 250.00



**F9 - LEAFLET DISPENSER**  
5 pocket freestanding literature  
dispenser  
PRICE - 75.00



**F10 - WALL MOUNTED MONITORS**  
PRICE - 150.00



**F11 - DISPLAY PLINTHS**  
plinths made to suit your product.  
price - 200.00



**F12 - SIMPLE STOREROOM WITH  
CURTAIN**  
price - 120.00



**F13 - SHOWCASE DISPLY CABINET**  
price - 180.00

**EXPO SERVICES ORDER FORM - the deadline for all orders is Friday 14th August 2015**

EXPO SERVICES - ORDER FORM		PRICE	QUANTITY	TOTAL
F1	Demonstration counter with high stool	150		€
F2	Exec furniture pack - white meeting table with 3 blue executive chairs	140		€
F3	Beech furniture pack - beech meeting table with 3 beech curvy chairs	120		€
F4	Pod set - high pod table with 3 high stools ( black or white)	160		€
F5	Flat shelf ( 1000 x 300)	35		€
F6	PC / TV base unit	110		€
F7	Expo trestle table - white lam	90		€
F8	lockable door section forming 1m x 1m store - layout plan required	250		€
F9	Leaflet dispenser	75		€
F10	wall mounted monitor panel	from 150		€
F11	display plinths - made to suit	from 200		€
F12	simple storeroom with curtain forming 1m x 1m store - layout plan required	110		€
F13	showcase display cabinet	180		€
F14	wall panel to match existing shell scheme - layout plan required	50		€
			<b>sub total</b>	€
			*25% surcharge will apply after 14/08/2015 *50% surcharge will apply after 28/08/2015	€
			<b>surcharge</b> (if applicable)	€
			<b>vat @ 23%</b>	€
			<b>TOTAL</b>	€





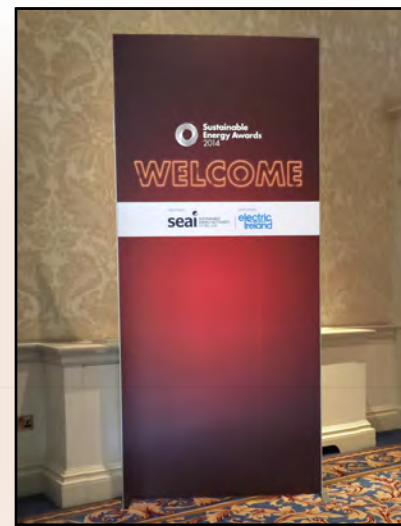
**G2 - NAME BOARD WITH COMPANY LOGO**  
price - €90



**G3 - GRAPHIC INFILL PANELS**  
full size digital imagery mounted into system walls  
Price - 185 per panel



**G4 - GRAPHIC COUNTER INFILL**  
price - €110



**G5 - FREESTANDING DISPLAY**  
2.1M HIGH X 1.2M WIDE  
hire of display plus new graphic panel  
price -€275



**G6 - FULL WALL BANNER GRAPHICS**  
3m wide digital imagery suspended as banners on walls of booth -  
price including installation on site  
price - €590



**G7 - WALL AND COUNTER GRAPHICS**  
price on application



**G8 - SEAMLESS WALL GRAPHICS**  
price on application



**G9 - LARGE FORMAT DIGITAL PRINTING**  
full size digital imagery mounted into system walls  
price on application



**G10 - VINYL CUT LETTERING**  
price on application



**PULL UP BANNER:**  
850 w x 2150 h - cost: €165 plus vat

**GRAPHICS ORDER FORM - the deadline for all orders is Friday 14th August 2015**

REF.	GRAPHICS - ORDER FORM	PRICE	QTY.	TOTAL
G1	standard name plate with blue text	€40		
G2	Name plate with your company logo in full colour	€90		
G3	Graphic infill panels - set into system frame - 970 x 2360	€185		
G4	Graphic panel to front of dem counter	€110		
G5	Freestanding graphic display - 2250 h x 1200w	€275		
G6	Full wall banner graphic - 2500 h x 3000 w	€275		
G7	Wall and counter graphics - on application			
G8	Seamless wall graphic overlays - on application			
G9	large format digital printing			
G10	vinyl cut lettering			
G11	pull up display	€165		
			<b>sub total</b>	€
			surcharge (if applicable)	
			<b>vat @ 23%</b>	€
			<b>TOTAL</b>	€
		*25% surcharge will apply after 14/08/2015 *50% surcharge will apply after 28/08/2015		





**The shell scheme package includes the following:**

- 2.5m white aluminium structure.
- octanorm shell scheme system, with white walls.
- Name plate 275mm high, with standard blue lettering.
- Two spotlights - 120w spotlight (located behind the fascia board)
- Electrical switchboard - one twin socket 1KW , power supply included.( located on back wall of stand)
- The Exhibition hall is carpeted.
- Cleaning the night before the opening.

**ELECTRICS ORDER FORM - PRICE INCLUDES EVENT HIRE , INSTALLATION & REMOVAL**

REF.	ELECTRICS	QUANTITY	COST	TOTAL
E1	13 amp twin socket (1.0 kw)		€75	
E2	120 watt spotlight (0.25 kw)		€50	
E3	5 ft fluorescent ( 0.1 kw)		€60	
E4	500 watt spotlight (0.5 kw)		€75	
E5	120 amp long arm spot (0.25 kw)		€60	
E6	20 amp mains (4.0 kw)		€95	
E7	30 amp mains ( 6.0 kw)		€125	
E8	20 amp 3 phase mains - (12.0 kw )		€175	
E9	30 amp 3 phase mains - (18.0 kw)		€195	
E10	16 amp CEE 3 phase 5 pin socket (9.0 kw)		€130	
E11	24 hr socket (1.0 kw)		€150	
E12	<b>nb. consumption charge @ €90 per kw</b>	kw	€90 per kw	
			Sub-total	€
	*25% surcharge will apply after 14/08/2015 *50% surcharge will apply after 28/08/2015		surcharge (if applicable)	€
			Vat @ 23%	€
			TOTAL	€

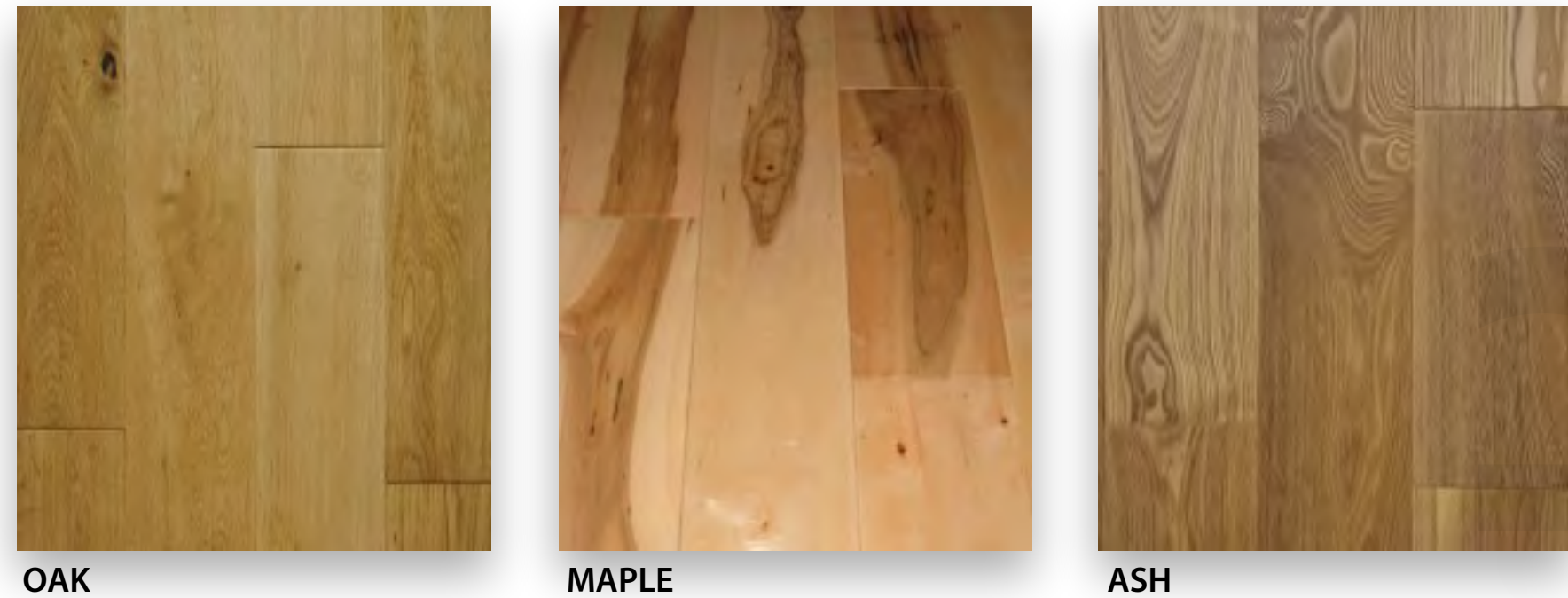
the deadline for all orders is Friday 14th August 2015



**EXPO CARPET**



**TIMBER FLOORING**



40MM PLATFORM FLOOR + WHITE LAMINATE



EXPO CARPET - LIGHT GREY ON CCD FLOOR

**CARPET ORDER FORM - the deadline for all orders is Friday 14th August 2015**

REF.	CARPET/ FLOORING - ORDER FORM	COLOUR	PRICE	QTY.	TOTAL
C1	expo carpet - to be laid directly over existing carpet - per square metre	BLACK	12		€
C2	expo carpet - to be laid directly over existing carpet - per square metre	MID GREY	12		€
C3	expo carpet - to be laid directly over existing carpet - per square metre	RED	12		€
C4	expo carpet - to be laid directly over existing carpet - per square metre	MIDNIGHT BLUE	12		€
C5	expo carpet - to be laid directly over existing carpet - per square metre	LIGHT GREY	12		€
C6	expo carpet - to be laid directly over existing carpet - per square metre	FERN GREEN	12		€
C7	expo carpet - to be laid directly over existing carpet - per square metre	PROCESS BLUE	12		€
C8	expo carpet - to be laid directly over existing carpet - per square metre	EMERALD GREEN	12		€
FL1	RAISED PLATFORM FLOOR AT 40mm - price per square metre	unfinished	48		€
FL2	WHITE PLATFORM FLOOR - 40mm high - price per square metre	WHITE	78		€
FL3	TIMBER EFFECT FLOORING - price per square meter	oak/ash/maple	64		€
FL4	RAMP ACCESS - 1M X 1M	UNFINISHED	150		€
				sub total	€
	*25% surcharge will apply after 14/08/2015 *50% surcharge will apply after 28/08/2015			surcharge if applicable	€
				vat @ 23%	€
				<b>TOTAL</b>	€



## SUMMARY ORDER FORM - PLEASE FILL OUT AND RETURN BY EMAIL WITH PAYMENT DETAILS

the deadline for all orders is **Friday 14th August 2015**

please note: a surcharge of 30% will apply after this date

	SUBTOTAL	VAT @ 23%	TOTAL
FURNITURE & FITMENTS			
GRAPHICS			
ELECTRICS			
AUDIO VISUAL			
SPECIAL REQUESTS			
*25% surcharge will apply after 14/08/2015 *50% surcharge will apply after 28/08/2015		surcharge (if applicable)	€
		<b>TOTAL</b>	€

**METHOD OF PAYMENT** - payment may be made by **credit card** or **bank transfer**.

Please note - credit card payments are subject to a 2.5% charge

obrien expo services ltd.  
the Coachhouse,  
rear of 1 Warwick Terrace,  
Appian Way, Ranelagh,  
Dublin 6, Ireland.

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registered in Ireland: no.442039 | v.a.t. no. ie 9666131k

## PAYMENT DETAILS - PLEASE FILL OUT AND RETURN

COMPANY NAME	
STAND NUMBER	
INVOICE ADDRESS	
TOWN	
POSTCODE	
COUNTRY	
CONTACT NAME	
INVOICING EMAIL	
CONTACT NUMBER	
PO NUMBER IF REQUIRED	
VAT NUMBER	

### PAYMENT BY BANK TRANSFER

**OBRIEN EXPO SERVICES LTD.**

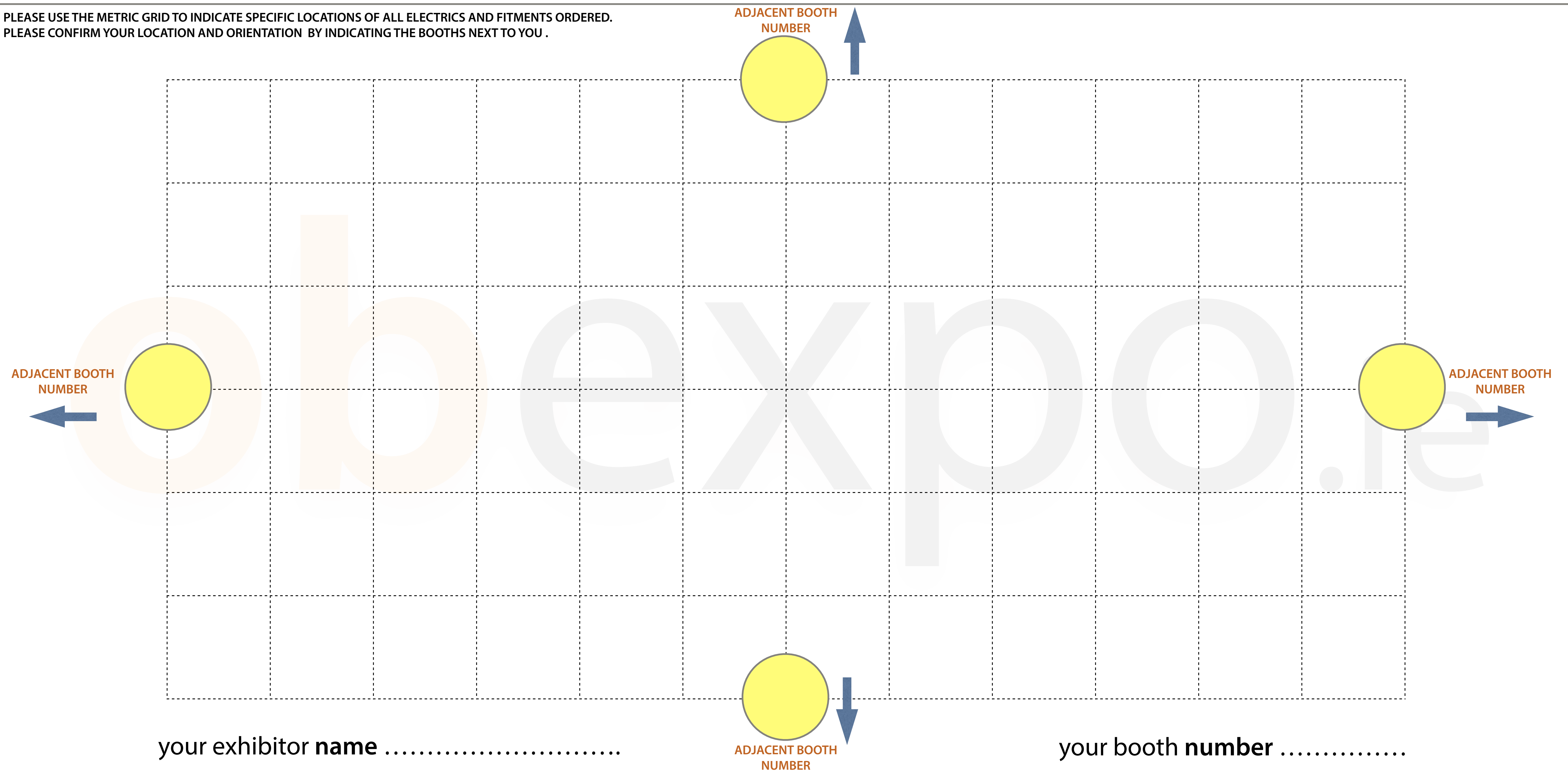
BANK OF IRELAND  
RANELAGH ROAD  
RANELAGH  
DUBLIN 6

IBAN : IE18 BOFI 9001 7246 3980 34  
SWIFT CODE : BOFIE2D

### PAYMENT BY CREDIT CARD

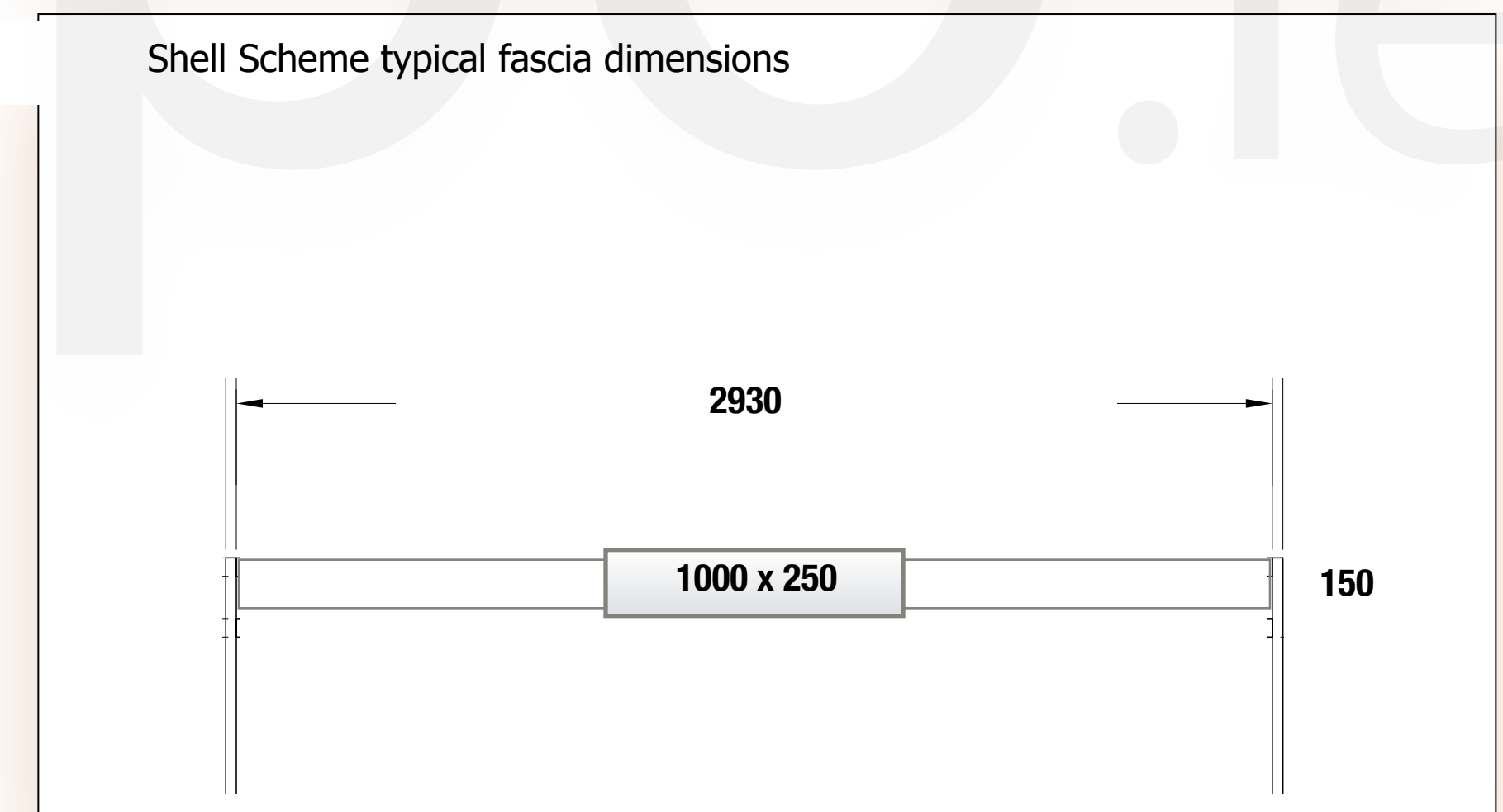
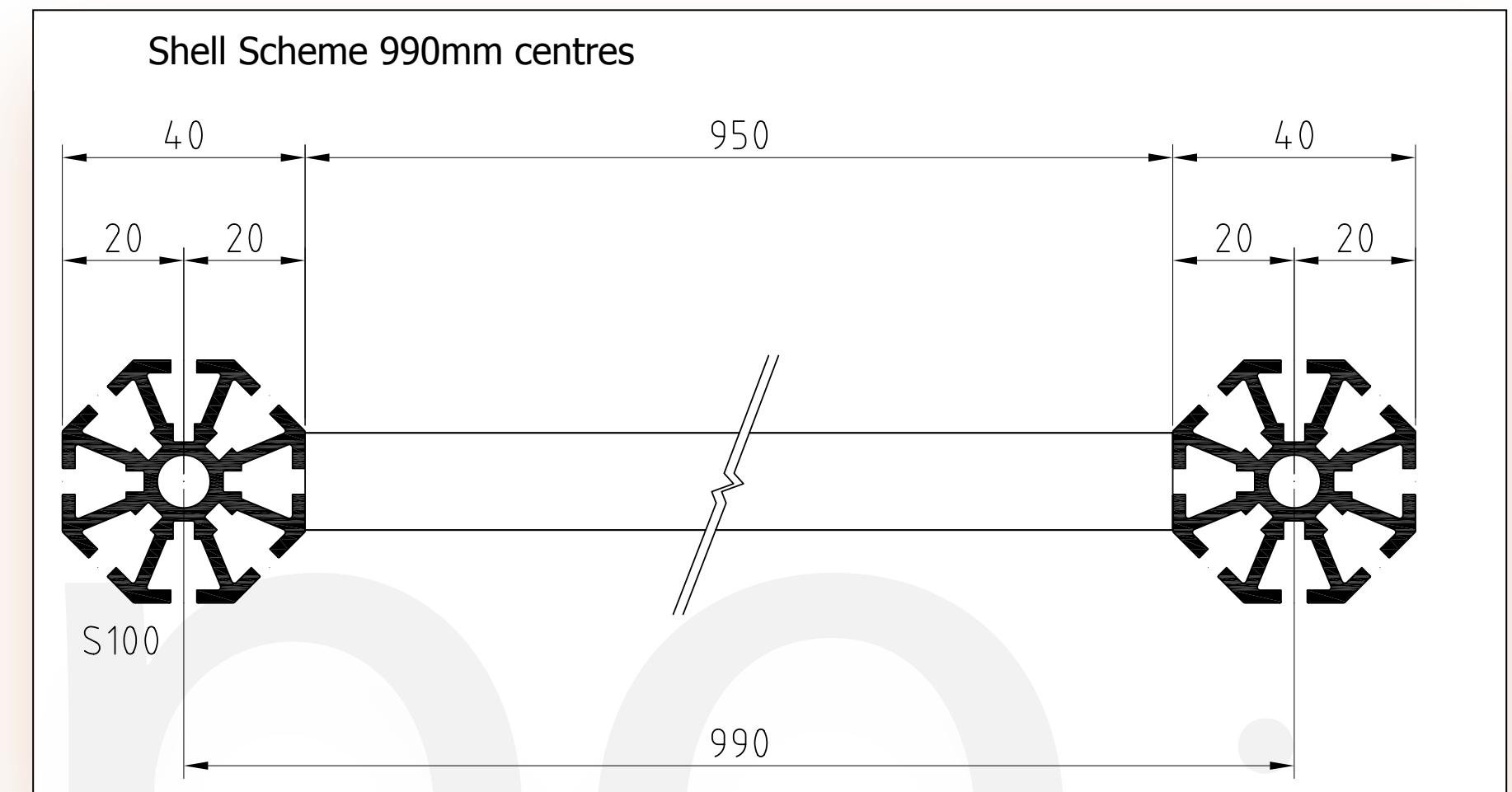
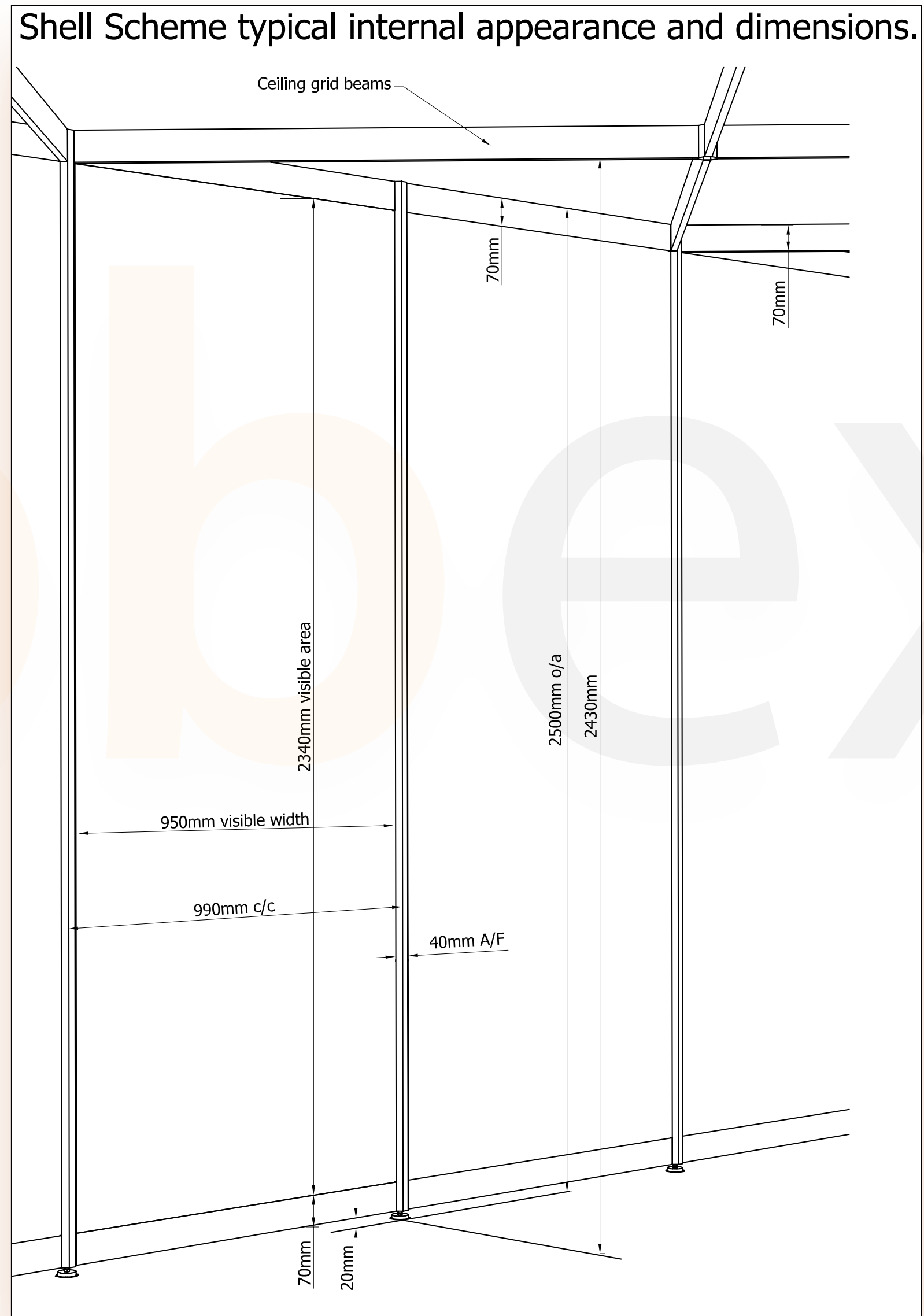
METHOD OF PAYMENT	master card <input type="checkbox"/> or visa <input type="checkbox"/>
CARDHOLDER NAME	
CREDIT CARD NUMBER	<input type="text"/>
EXPIRY DATE (MONTH /YEAR)	<input type="text"/> / <input type="text"/>
3 DIGIT SECURITY CODE	<input type="text"/>
<b>TOTAL</b>	€ <input type="text"/>

PLEASE USE THE METRIC GRID TO INDICATE SPECIFIC LOCATIONS OF ALL ELECTRICS AND FITMENTS ORDERED.  
PLEASE CONFIRM YOUR LOCATION AND ORIENTATION BY INDICATING THE BOOTHS NEXT TO YOU .



your exhibitor name .....

your booth number .....





# artwork



## FILES SPECIFICATION

We will endeavour to match CMYK colours in files supplied, but wherever possible please supply Pantone references  
Artwork can be supplied at any scale, however we do not recommend a scale less than 25% .

Artwork should include a **10mm bleed with crop marks**

Please include the graphic output size and artwork scale in the file naming convention.

Scans or digital images should not be less than 100dpi at final size.

Please take this in consideration if your final artwork is saved at less than 100%.

Finished artwork should be saved as High Res CMYK PDF files with fonts outlined.

## LOGOS

Although jpeg files are OK for printing on T shirts, Business cards etc.,they are not suitable for large format printing.  
Jpeg, TIFF & Raw images are made of pixels, they are also referred to as Bitmap files.

For the **best quality**, we require **Vector files**.

Vector files are made of lines and vectors, they can therefore be enlarged to any size.

**Please note** - an EPS or PDF file can be either a Vector file or a Bitmap file.

## FILE DELIVERY

Small PDF files can be e-mailed to **obexpo**

For large files we recommend using an FTP site such as **WeTransfer** or **You Sendit**.



