

IALA CONFERENCE - A Coruña 2014

DESCRIPTION OF TECHNICAL SECRETARIAT SERVICES FOR THE

COMMERCIAL EXHIBITION

July 2012

P039/12-1

TECHNICAL SECRETARIAT SERVICES

This document describes the services to be provided by the technical secretariat at the commercial exhibition & dinner for industrialists scheduled to take place during the IALA 2014 Conference in A Coruña.

COMMERCIAL EXHIBITION

1. PREPARATION OF THE INDUSTRY DOSSIER

An industry dossier with the following items will be drawn up in cooperation with suppliers and the customer, to be sent to potential participating firms:

- Provisional programme & location of the venue.
- Types of participation: stands & other types to be specified by the customer.
- Layout plan of the commercial exhibition.
- Charges for space (rates per m2 rented).
- Characteristics of stands:
 - modular stands: sizes, type of carpet, electrical panel, colour of panelling, sections, front & sign;
 - designer stands: regulations for stand construction.
- Supplementary services that exhibitors can contract via the secretariat: furnishings, voice & data lines, congress assistants, audio-visual equipment, extra security & cleaning, signage, etc.
- Stand reservation form, application for participation, form for supplementary services, accommodation, etc.

2. CONTRACTING & MANAGEMENT OF PARTICIPATION & STANDS

- Sending of information to potential participating firms.
- Advertising & receipt of applications for participation & stands via the Commercial exhibition section of the conference website.
- Negotiation with participating firms, type of participation, terms of payment, etc.
- Contracting of participation following confirmation.
- Issuing of invoices & monitoring of payment.
- Regular reports to participating firms on the status of participation.
- Sending to exhibitors of regulations for the shipping of material: arrival dates, address, nº of packages sent & regulations for erection & dismantling work: times, loading & unloading of materials, storage of materials, insurance & liability to third parties, etc.

3. ON-SITE COORDINATION OF THE COMMERCIAL EXHIBITION

- Set-up of the exhibitor helpdesk at the venue.
- Help for participating firms during the event in handling unforeseen circumstances and requests for further services as far as possible, under the supervision and instructions of the customer.
- Control & monitoring of receipt of material sent by participating firms.
- Coordination & monitoring of erection of stands by participating firms as per the exhibition layout and the services contracted.

4. FINAL REPORT & CLOSING OF THE EXHIBITION

- Final report on participating firms.
- Final balance of spending & revenue for the commercial exhibition & participants.

DINNER FOR INDUSTRIALISTS

1. HIRING OF CATERING SERVICES & ARRANGEMENTS WITH CATERER

- Location of a suitable venue for the dinner.
- Requesting of quotes.
- Advice for the customer on selecting the right venue & menu.
- Making of arrangements with the caterer: hiring of room for dinner and catering services.
- Coordination with the caterer of the final menu selected, nº of place settings, decoration, marquee & entertainment at the dinner, etc.

2. HELPDESK & MONITORING OF ATTENDEES

- Sending of information to potential attendees on the venue for the dinner, by e-mail or via the conference website, as per the customer's instructions.
- Receipt & handling of requests to attend the dinner.
- Confirmation of bookings.
- Preparation of invitations & delivery to attendees.
- Arrangement of transport to the dinner if necessary.
- Welcoming of guests & checking of names on the guest list at the dinner venue.
- Monitoring of return transport after the dinner if necessary.

3. FINAL REPORT & CLOSING OF ACCOUNT

- Report on nº of guests at the dinner & closing of account.

PROFESSIONAL FEES

In this section we include our professional fees for the coordination of the event and our regular payment conditions

- **TECHNICAL SECRETARIAT / COMMERCIAL EXHIBITION AND DINNER INDUSTRIALISTS : 18.000 €**

*Our company will reduce 10% in case we also be in charge of the secretariat of the conference .

*Orzán Congres will invoice you for 30% of the total budget once accepted.

* The remaining amount will be invoiced within 15 days past the closure of the event.

A Coruña , 26th of July 2012

