

## ***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**

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### **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

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

- **TECNICAL 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 , 26<sup>th</sup> of July 2012

