

WCOA 2014 EXHIBITOR'S MANUAL

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This Manual is addressed to all Exhibitors who shall read carefully this Manual, and together with their staff observe all of the following indications and rules, in addition to, and as integration of, the contractual clauses.

1. Date, place and allocation of Exhibit Booths

The World Congress of Accountants will take place at the Auditorium Parco della Musica in Rome, from November 10th (starting at 4:00 p.m.) to November 13th, 2014 (ending at 2:30 p.m). The exhibition center is located on the upper and lower floor of the parking area, entrance from Porta dei Leoni. All exhibitors shall register for the WCOA 2014 through its official website: http://www.wcoa_2014rome.com. The Exhibitor registration fee is € 200. All attendees must wear a badge.

Exhibitors have been allocated a selected Booth or space as indicated in the Confirmation Form and shall arrange all activities in the perimeter of their area. Exhibitors shall not set up in their exhibition space any arrangement that could damage or hinder other exhibitors' visibility nor extend beyond the boundaries of their allocated booth area.

2. Setting-up and Dismantling of customized Booths

Exhibitors shall set up the booth according to the following timetable:

Unloading of exhibition materials should take place at the service entrance of the exhibition centre, located in parallel to the roundabout of Via Pietro de Coubertin and via Gauguin, opposite the building's main entrance roadblock.

- on 7-8-9 November 2014, from 8.00 a.m. to 7:59 p.m. for the upper and lower exhibition areas (see plan) and on 9 November from 00.01 a.m. (night between 8 and 9) to 7.59 p.m. for the other areas.

Delivery and setting up materials that will arrive at the Auditorium Parco della Musica before the set date and time (see art.3) will be refused.

Dismantling should begin strictly after the end of the congress.

- On 13 of November 2014, from 4:00 pm to 11:59 pm and from 8:00 am to 11:59 pm on 14 November 2014 for the upper and lower exhibition area, while for other spaces from 4:00 pm to 11:59 pm on 13 November 2014.

Each booth space will be directly fitted-up by the Exhibitors, who shall be fully responsible for any damage suffered or caused to third parties whilst fitting or dismantling and throughout the entire period. Exhibitors shall be responsible for dismantling operations and collection of goods. No exceptions are admitted.

In the case of delays in removals, uncollected materials will be disposed of through emergency procedures, and costs will be charged to defaulting Exhibitors.

Exhibitors acknowledge that for materials' collection or return, neither the Auditorium Parco della Musica nor the Organization's Secretariat can issue fiscal or other documents. The Auditorium Parco della Musica is entitled to be refunded for all direct and indirect costs arising from non-compliance with the above.



Setup layout for customized booth shall be submitted for approval no later than 15 September 2014 to the following contact details:

fax +39.0541 793026 or e-mail info@adriapoint.it by 5 September 2014.

3. General rules for managing Exhibit booths

Unloading and portorage activities (including goods delivered by carriers or transporters) is the responsibility of individual Exhibitors, with the exception of any intervention by the Auditorium Parco della Musica and Congress Srl.

To ensure the smooth running of the event, and any related activity Exhibitors and Booth- Fitters shall observe the following bans:

- a) no hanging of advertising posters or other material on walls and windows either inside or outside the Auditorium Parco della Musica;
- b) no access to the Auditorium Parco della Musica with animals;
- c) no blocking of service and exit passageways with materials or waste of any kind;
- d) no production of waste that requires special disposal methods;
- e) smoking is prohibited throughout the entire Auditorium Parco della Musica premises and allowed, in accordance with law provisions only in specific areas. Exhibitors and their staff shall not use emergency exits for this purpose.
- f) no intervention on fixed structures belonging to the Auditorium Parco della Musica;
- g) Exhibitors or their staff may not remain in the Exhibition area or in the Auditorium after closing time (according to published congress program);
- h) parking and transit of vehicles is prohibited in Via Pietro De Coubertin, 30, opposite the Auditorium Parco della Musica;
- i) supply of food and beverages, even free of charge (with the exception of candies and small packaged cakes), by Exhibitors inside their Booth has to be managed by the Auditorium's authorized catering. The Organizing Secretariat must be informed beforehand in order to provide relevant permits by 5 September 2014;
- j) as a rule, Exhibitors are not allowed to use devices for the transmission of music and sound. Possible exceptions shall be authorized in writing by the Congress Organizers. The authorization can be withdrawn by the Congress Organizers at any time through a simple written notice to the Exhibitor. The authorization does not release the Exhibitor from any payment foreseen by the Law on copyright related to sound transmission to the S.I.A.E. (Società Italiana degli Autori ed Editori - Italian Society of Authors and Publishers).

The space rental fees do NOT include customized fitting, dismantling, portorage inside and outside the Auditorium Parco della Musica (including material delivered by carriers or transporters). Only the common areas will be cleaned. It is not possible to provide running water inside the booth.

4. Compliance of materials and electrical connections

Exhibitors should have a compliance certificate for materials and equipment used for setting-up the booth, according to current regulations. Certificates must be forwarded to the Organization's Secretariat Adriapoint Srl by email to: info@adriapoint.it. Evidence of certificates may be requested at any time during the event either by the organizers, or the Exhibition Centre.



Every Booth will be connected to the main power supply inside the exhibition area according to the indications of the technical personnel of the Auditorium Parco della Musica. It is absolutely forbidden to tamper with the Auditorium Parco della Musica electrical power supply.

Wifi Internet connection is available; for analogue telephone lines, audiovisual, computers, printers, please forward requests to info@adriapoint.it by 9 June 2014 .

All electrical systems must be implemented to the highest standards in compliance with Law n. 186, 1 March 1968 and subsequent amendments, D.M. (Ministerial Decree) n. 37, 22 January 2008, on “Provisions in the field of systems installation within buildings” and all pertaining CEI (Comitato Elettrotecnico italiano) standards.

The characteristics of the systems and their components must comply with laws and rules in force at the date of installation and specifically comply with all safety rules taking into account the characteristics of the place of installation. Being the venue open to public and, as such, subject to greater risks in case of fire, a “Declaration of Conformity of the system to the highest standard “ is required according to D.M 37/08, and signed by an authorized technician (of the Exhibitor or the company that provides the services to the exhibitor).

In the case of electrical systems implemented by foreign companies, responsibility for checking the compliance with applicable Laws and CEI standards lies with the Exhibitor. This may be done by an authorized technician according to the Italian law, who shall submit the design and certification of the system.

The following are the main instructions in designing and implementing electrical systems:

- Sockets and plugs in accordance with standard CEI 64-8 art. 752.55.1
- Lighting equipment must be flame and ignition resistant (Standard CEI 34-21 art. 13.3) and suspended lamps must be mounted in such a way that their movement does not cause mechanical stress to the power supply cables. For safety reasons, lighting equipment must be stably fixed as prescribed by the manufacturer and protected by a dual safety system (chain or steel wire) from accidental falling or support collapse.
- Lamps must be out of the public reach and therefore must be installed at least at 2 meters from the floor. In passageways they must be located and protected from potential damage caused by impact or other mechanical action. All spotlights must have specific anti-shock protection and protective screens to prevent incandescent material from breaking, in compliance with standard CEI 64-8 art. 751.04.1.5.
- Even if all electricity lines provided by the Auditorium Parco della Musica are protected by a single thermo-magnetic circuit breaker, Exhibitors shall protect their own electrical systems, by installing a thermo-magnetic circuit breaker as prescribed by law. Each electrical device must be earthed.
- All electric line extensions from the booth to the distribution area shall be carried out by qualified companies and specialized staff, and fall under the Exhibitors' responsibility.

Works must be carried out in strict compliance with CEI standards and fire prevention, safety and accident prevention rules. All setting up and dismantling operations must be carried out after the electrical system has been shut off from the Auditorium Parco della Musica power supply. When the electrical system or devices are connected to the mains power supply, Exhibitors are responsible for verifying the mains power supply voltage. Exhibitors are responsible for any damage that might occur as a consequence of non-



compliance with laws, CEI standards and fire prevention, safety and accident prevention rules, relieving the Congress Organizer and the Auditorium Parco della Musica of any responsibility also for damages to third parties.

Reference to main Italian legislation:

CEI INFO 0-2 and INFO 0-3; DPR (Presidential decree) n. 547/55 “Norme per la prevenzione degli infortuni sul lavoro” (Rules on accident prevention in the workplace)

CEI 64-8 V° EDIZ. 2003 - Law n. 46 of 5/03/90 - CEI 64-14 - DPR n. 447/91 - CEI 17-5 - DM (Ministerial decree) 20/02/92 - CEI 17-13; DPR n. 392/94 - CEI 23-3; D.Lgs. (Legislative decree) n. 626/94 and subsequent amendments - CEI 23-18 - DPR n. 380/2001 - CEI 23-51

5. Setting up and receiving materials

All equipment used for booth fitting must be compliant with fire prevention laws, and in any case, be incombustible, originally fireproof or be fireproofed in compliance with the law. Considering the different ceiling heights of the exhibition centre, the maximum booth height must be verified and authorized by the Congress Organizer.

Access: for booths setting in the exhibit areas located in the exhibition parking lot, motor vehicles may access from the entrance on the roundabout of Via Pietro de Coubertin and via Gauguin, opposite the building's main entrance roadblock. Temporary Parking is allowed only for the purpose of unloading the material. People in charge of the exhibition booths shall be in attendance to receive the unloaded materials. The same procedure must be followed at the end of the exhibition. The Congress Organizer and Auditorium Parco della Musica personnel are not responsible for signing loading and unloading documents for the custody of goods and equipment.

In filling in the goods documents, Exhibitors shall clearly indicate the following:

- “Sender” and “Receiver” – indicate the name of their Institute/Company, and under the heading “Place of Destination” write “Auditorium Parco della Musica” , Via Pietro de Coubertin, 30-00196 Roma.
- The title of the event: “WCOA 2014 10-13 November 2014” .

In filling in the delivery note, the Exhibitor shall clearly indicate that the goods travel with delivery duty paid. Goods without delivery duty paid will be refused.

Exhibitors who will not be shipping their goods but delivering them personally can go directly to the Exhibition area.

Exhibition areas inside the Auditorium Parco della Musica are covered with class 1 carpet. It is possible to use the existing surface or place a new class 0 flooring (for example: metal or aggregate composites). Failure to follow the rules entitles the Auditorium Parco della Musica to interrupt or request the removal of non-compliant fittings. Damage arising from non-authorized fittings (possible traces of glue, adhesive tape, tears, stains, etc.) will be charged to the Exhibitor. All materials, without any exception, must comply with the



existing safety rules for public entertainment venues and specifically regarding class one (1) or zero (0) reaction to fire.

Reference is made to all the legal requirements set in the Civil Code, and Criminal Code, Ministerial Decree 26th June 1984, and Law 46/90 and all other applicable laws or regulations.

6. Goods delivery for booth and Congress Bags

Material for Congress BAGS

Authorization need to be received from Congress Srl, Mrs Virginia Di Marco e-mail: Dimarco@wcoa2014rome.com.

Materials must arrive without any delay on 6 November 2014 at the Auditorium Parco della Musica entrance on the roundabout of Via Pietro de Coubertin and via Gauguin, opposite the building's main entrance roadblock: Auditorium Parco della Musica - Via Pietro De Coubertin, 30 – 00196 Roma.

Materials arriving before 6 November 2014 will not be accepted since other events are underway; if delivered after 6 November 2014 they will not be put inside the bags: the valid date is the one on the courier's receipt: the delivery form is attached to this document.

If delivery of material or transport of vehicles for heavy goods is required, please contact Planet Courier Srl, see FORM 4 attached to this document.

It is mandatory to label all parcels containing material to be placed inside congress bags and differentiate them from parcels containing booth material. Material to be put inside the bag must be assembled and ready for handling. Quantity of material required to be put inside congress folder: 4,000/5,000 items

Labels must include the following details:

- "materials for WCOA Congress Bags"
- Sender and receiver (name Institute/Company)
- Clear indication "MATERIALS FOR BAGS"
- Indicate amount of items

Materials for Booths

Company's material must arrive on 9 November 2014 (after 3:00 pm), at the Auditorium Parco della Musica entrance on the roundabout of Via Pietro de Coubertin and via Gauguin, opposite the building's main entrance roadblock: Auditorium Parco della Musica - Via Pietro De Coubertin, 30 – 00196 Roma.

If delivery of material or transport of vehicles for heavy goods is required, please contact Planet Courier Srl, see FORM 4 attached to this document.



Labels of parcels containing booth material must include the following indications:

- "WCOA Booth Materials" (indicate booth nr. assigned)
- Sender and Receiver (name of Institute/Company)

The Organizing Secretariat and the Auditorium Parco della Musica will not be liable in case of lost goods or missing material, due to non-compliance with the above dates.

For lifting, transportation and storage of goods inside the Auditorium Parco della Musica, interested parties are kindly required to forward their requests to Planet Courier Srl, see FORM 4 attached to this document.

7. Exhibit Booth with basic setting-up

For implementation requests for extra elements such as: furnishing and other accessories and digital printing, on the exhibition space please contact ELIOXL – ELIOSTILE srl, Mr. Fabio Montanari (tel. +39 0761-521455 fax +39 0761-521455) e-mail: elioxl@eliostile.it copied by email to: info@adriapoint.it by 12 September 2014.

For graphic customization, the logo must be forwarded in vector graphics (high resolution), specifying the name of the company and reference to the WCOA Congress, to DIRECTIO srl Mr. Stefano Lo Piccolo (tel. +39 011-5609007 fax +39 011-538787) e-mail: info@directio.it copied by email to: info@adriapoint.com and elioxl@eliostile.it

Requests must be submitted by 31 July 2014.

Expenses for extra requests must be paid in full before the beginning of the event directly to the individual suppliers mentioned above.

8. Extras for: Connections and equipment

Wifi Internet connection is available; for analog telephone lines, audiovisual, computers, printers, please forward requests to info@adriapoint.it by **9 June 2014**.

9. Sound Transmission- Payment of S.I.A.E. rights

(Società Italiana degli Autori ed Editori - Italian Society of Authors and Publishers)

As a rule, Exhibitors are not allowed to use devices for the transmission of music and sound. Possible exceptions shall be authorized in writing by the Congress Organizers. The authorization can be withdrawn by the Congress Organizers at any time through a simple written notice to the Exhibitor. The authorization does not release the Exhibitor from any payment foreseen by the Law on copyright.

10. Security and insurance

The Auditorium Parco della Musica, for its own purposes employs a general 24 hours surveillance service but can't be held liable for any theft or damage to the Exhibitor's property. The net value of the goods must be insured by each Exhibitor against all risks (damage to things and people) including, but not limited to, rainwater penetration. Therefore, the Auditorium Parco della Musica accepts no responsibility for any damage to exhibited goods.



Exhibitors are responsible for custody and surveillance of their booth during the setting up, event and dismantling, and therefore their presence is required starting from one hour before the opening of the exhibition area until the evening closing time.

11. Cleaning

After setting up the booth and during the exhibition, the Auditorium Parco della Musica will be in charge of cleaning only the passageways. More thorough cleaning must be carried out by the Exhibitors either by their own personnel or by a contractor company authorized by the Congress Organizer. Possible cleaning activities due to booth-fitting by the Exhibitor's Booth fitter Contractor will be paid for by the Exhibitor.

Should you wish to request cleaning services, please refer to info@adriapoint.it by 12 September 2014 and copy dimarco@wcoa2014rome.com.

12. Authorized service suppliers

For all services regarding:

- booth setting up
- posters
- plant and flower rental
- electricity system implementation (for each booth 3kw)

Contact ELIOXL – ELIOSTILE Srl, Mr. Fabio Montanari tel. +39 0761-521455 fax +39 0761-521455 email: elioxl@eliostile.it

For all services regarding:

- telephone lines and internet
- registrations / hotel

Contact AdriaPoint Srl, Mrs. Martina Frenquellucci tel. +39 0541-793025 fax +39 0541-793026 email: info@adriapoint.it

For all services regarding:

- warehouse service

Contact Planet Courier Srl, Mrs. Claudia Lucarelli tel. +39 06-87120004 fax +39 06-87 12 08 81 email: claudia.lucarelli@planetcourier.net; info@planetcourier.net

For all services regarding:

- catering

Contact Relais Des Jardin Spa, Mr. Vincenzo Ciampitti tel. +39 06-32609910 tel. +39 06-32654631 fax +39 06-32651440 email: vincenzo.ciampitti@relaislejardin.com



For all services regarding:

- Hostess/steward and interpretation service
- excursions and transfers

Contact Triumph Comunicazione & Congressi Srl, Mrs. Bianca Molinas tel. +39 06-35530313 Fax +39 06-35530405 email: hostess.interpreters@wcoa2014rome.com; tours@wcoa2014rome.com

For all services regarding:

- insurance coverage

Contact the authorized suppliers listed in this document from pg. 10 to 18.

These services are regulated, but not organized, by the Congress Organizers, therefore no responsibility can be accepted for the work performed.

13. Safety, Insurance and Liability

Both parties represent, warrant and undertake to maintain and keep in effect until the end of the World Congress of Accountants, sufficient insurance with a reputable insurer to meet their liabilities under this Agreement.

In accordance with sponsorship contract clauses, Exhibitors shall be responsible, jointly and severally, for their staff and collaborators' behavior, and for all those whom they authorize to access the Auditorium Parco della Musica in relation to their sponsorship activities.

The Exhibitor shall therefore take out an insurance policy against the risks listed below:

a) theft of materials

b) damage due to theft or damage from any cause whatsoever (including fire) to any type of material throughout the congress period, during congress hours in the assigned exhibition area.

A copy of the insurance policy must be kept in the booth throughout the entire duration of the event. Compensation for theft or damage, directly or indirectly, suffered by the Exhibitor (including its personnel or collaborators), attendees and third parties will be provided solely by way of the insurance coverage and within the limits and conditions of the Exhibitor's insurance policy. On request, the Exhibitor will forward to the Organizing Secretariat a copy of the insurance policies.

Exhibitors shall read this Manual, and together with their staff abide by all general and specific safety rules, aimed at preventing damages to people property, waiving the Organizing Secretariat and the Auditorium Parco della Musica from any responsibility.

Date

Seal and Signature

(Specify the Company name in block capitals)



FORM 1

BOOTH SETTING UP

Deadline: 12th September 2014

Company _____ Address _____
City _____ Country _____
Person in charge _____ Telephone _____ Fax _____
Email _____ VAT number _____
Booth number _____

Services are organized but not regulated by the Congress Organizers, who therefore accept no responsibility for the works that have been carried out.

The request for the listed services has to be addressed directly to the Congress Organizers.

It is advisable, in any case, to agree in advance the requested service and the relative cost.

1. BOOTH SETTING UP

Contact information for setting up services:

ElioXL srl Tel.: 0761-521455 Fax: 0761-521455 email: elioxl@eliostile.it Person in charge: Mr Fabio Montanari – Ms Ambra Iacomussi

1.1. STANDARD EXHIBIT BOOTH WITH BASIC SETUP



Includes:

- panel brand size 100x50
- 3 spotlights
- 1 desk
- 3 transparent plastic chairs
- 1 bookshelf
- 1 waste basket
- 1 coat hanger
- 1 multiple socket

- 1 kw current

1.2. CUSTOMIZED SETTING UP - Deadline for submitting proposed layout 15th July 2014

Please send requests to ElioXL srl Tel.: 0761-521455 Fax: 0761-521455 email: elioxl@eliostile.it Person in charge: Mr Fabio Montanari – Ms Ambra Iacomussi by 15th July 2014. A personalized proposal for booths setting up will be sent shortly.



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1.3. BASIC EXHIBITION FURNITURE FOR HIRE Deadline: 12th September 2014

Please take note of the dimensions of the furnitures in relation to the size and design of your booth.

Chair Kartell

€ 13,20



white desk 100x60

€ 25,30



wastepaper

€ 5,00



coffee table

L: 55 cm
P: 55 cm
H: 45 cm



white Pouff

€ 44,00



drawer

€ 45,10



White shelf

L: 44 cm
P: 39 cm
H: 185 cm

€ 50,00



hanger

€ 3,30



monitor 42" plasma
with vga cable

€ 357,50



All prices are 22% VAT excluded.



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ADDITIONAL ITEMS
HOUSE PLANTS



Kentia forsteriana
h 200 cm 36,00 €
h 240 cm 53,00 €



Nephrolepis
vase 16 cm 7,00 €
vase 20 cm 9,00 €



ficus exotica benamina
h 150 cm 25,00 €
h 180 cm 36,00 €



WARNING: plants will be returned at the dismantling. If they are found to be damaged, dried or missing, a penalty equal to 100% of the above amounts will be charged.

All prices are 22% VAT excluded.



1.5. BOOTH GRAPHIC CUSTOMIZATIONS

Deadline: 12th September 2014



The walls can be completely customized with printed forex applied on the panels.

The cost of personalization is € 33,00/sq.m.

Backdrop panel with customized brand:

dimensions: 200x250 € 165,00

300x250 € 284,00

400x250 € 380,00

500x250 € 412,00

All prices are 22% VAT excluded.

PLEASE NOTE: Graphic files to be printed on forex panels must be sent to elioxl@eliostile.it indicating booth n° (___) WCOA 2014 by 12 September 2014.

Format file can be .tiff .jpg .pdf . Text shall be converted in curves (illustrator command: shift+cmd+O) 80 dpi 1:1 or 800 dpi 1:10

Payment:

Payment must be made directly to the supplier Elixl Spa through bank transfer by 30th September 2014

Bank details:

BANCA POPOLARE DELL' EMILIA ROMAGNA

IBAN: IT13 B0538703203000001433983

ASSIGNED TO: ELIOSTILE SRL

SWIFT CODE: BPM 0 IT 22 XXX



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Consiglio Nazionale
dei Dottori Commercialisti
e degli Esperti Contabili

FORM 2

ADDITIONAL SERVICES

Deadline: 12th September 2014

Company _____ Address _____
City _____ Country _____
Person in charge _____ Telephone _____ Fax _____
Email _____ VAT number _____
Booth number _____

Services are organized but not disciplined by the Congress Organizers, who therefore accept no responsibility for the works that have been carried out.

The request for the services listed must be addressed directly to the competent office.

It is advisable, however, to agree in advance the requested service and the relative cost.

For what concerns:

▪ PROMOTIONAL SIGNS/POSTERS

For further information on the service, please contact Adria Point Srl Tel +39 0541-793025 Fax +39 0541-793026 e-mail: info@adriapoint.it Person in charge: Ms Martina Frenquellucci

▪ GADGETS CUSTOMIZING OR CUSTOMIZING SOCIAL EVENTS

For further information on the service, please contact Adria Point Srl Tel +39 0541-793025 Fax +39 0541-793026 e-mail: info@adriapoint.it Person in charge: Ms Martina Frenquellucci

▪ REGISTRATIONS TO WCOA

Connect to the official WCOA 2014 website <http://www.wcoa2014rome.com/> and select the field "Registration".

For further information on the service, please contact Adria Point Srl Tel +39 0541-793025 Fax +39 0541-793026 e-mail: info@adriapoint.it Person in charge: Ms Martina Frenquellucci

▪ HOTELS

Please connect to the official WCOA 2014 website <http://www.wcoa2014rome.com/> and select the field "Registration". During the registration process to WCOA 2014 hotel bookings can be made, to take advantage of the special rates reserved for WCOA 2014 attendees.

Groups wishing to reserve special accommodation may contact:

Adria Point Srl Tel +39 0541-793025 Fax + 39 0541-793026 e-mail: info@adriapoint.it Person in charge: Ms Martina Frenquellucci

▪ BOOTH CATERING

For further information on the service, please contact Relais Le Jardin Spa Tel +39 06-32609910 Tel +39 06-32654631 Fax +39 06-32651440 e-mail: vincenzo.ciampitti@relaislejardin.com Person in charge: Mr Vincenzo Ciampitti



- **WIRED LINE**

For further information on the service, please contact Adria Point Srl Tel +39 0541-793025 Fax +39 0541-793026 e-mail: info@adriapoint.it Person in charge: Ms Martina Frenquellucci

- **TOURS & EXCURSIONS**

Please connect to the official WCOA 2014 website <http://www.wcoa2014rome.com/> and select the field “Welcome to Italy”. During the registration process to WCOA tours and excursions can be booked taking advantage of the special rates reserved for WCOA 2014 attendees.

For further information about the service, please contact Triumph Comunicazione & Congressi Srl Tel +39 06-35530313 Fax +39 06-35530405 e-mail: tours@wcoa2014rome.com Person in charge: Ms Bianca Molinas

- **TRANSFERS**

Please connect to the official WCOA 2014 website <http://www.wcoa2014rome.com/> and select the field “Welcome to Italy” in order to visualize the transfers available.

For further information about the service, please contact Triumph Comunicazione & Congressi Srl Tel +39 06-35530313 Fax +39 06-35530405 e-mail: transfers@wcoa2014rome.com Person in charge: Ms Bianca Molinas



FORM 3

HOSTESS, STEWARD, INTERPRETER

Deadline: 15th October 2014

Company _____ Address _____
City _____ Country _____
Person in charge _____ Telephone _____ Fax _____
Email _____ VAT number _____
Booth number _____

For further information about the service, please contact Triumph Comunicazione & Congressi Srl Tel +39 06-35530313 Fax +39 06-35530405 e-mail: hostess.interpreters@wcoa2014rome.com Person in charge: Ms Bianca Molinas.



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CATEGORY	DESCRIPTION	SINGLE COST VAT INCLUDED
HOSTESS SERVICE	Hostess, English speaking, for booth support. The cost is valid for 8 hours assistance.	206,00
HOSTESS SERVICE	Hostess, English speaking, for booth support. The cost is valid for 4 hours assistance.	119,00
HOSTESS SERVICE	Hostess Extra hour (cost valid for each extra hour or extra half hour)	24,00
INTERPRETERS	Interpreter for consecutive translation cost valid for the most spoken languages and for a maximum of 7 hours: Italian-English-Italian Italian-French-Italian Italian-Spanish-Italian Italian-German-Italian	732,00
INTERPRETERS	Interpreter for simultaneous translation cost valid for the most spoken languages and for a maximum of 7 hours: Italian-English-Italian Italian-French-Italian Italian-Spanish-Italian Italian-German-Italian *translation booth and technical equipment excluded	680,00
INTERPRETERS	For crossing languages an increase of 50,00 € per interpreter should be considered (i.e. English-Spanish-English etc. etc) All other languages will be quoted upon request	upon request



All prices are in Euro



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OF ACCOUNTANTS 2014



Consiglio Nazionale
dei Dottori Commercialisti
e degli Esperti Contabili

FORM 4

DEPOSIT & DELIVERY

Deadline: 15th October 2014

Company _____ Address _____
 City _____ Country _____
 Person in charge _____ Telephone _____ Fax _____
 Email _____ VAT number _____
 Booth number _____

GOODS DEPOSIT / DELIVERY

Via Ortezzano, 3g - 00138 - Roma - Italy

Up to 100 kg. Cubic meter 0,80 (Europallet H 80 cm.)	For 15 days		
	€ 22,00		
for every quintal or cubic meter beyond	€ 15,00		
Delivery to Auditorium Parco della Musica and additional services			
Up to 100 kg. Cubic meter 0,80 (Europallet H 80 cm.)	€ 45,00		
Delivery/pick up on Saturday and Sunday	Additional charge of 100% of the rate		
Insurance Only on the client's request			
Delivery to the 2° level of the exhibit area	€ 10,00	Tail lift delivery	€ 20,00
Packaging incoming/outbound price per package (only for goods that arrive with damaged package)	€ 5,00	Packaging cost is included.	
All services and shipments are subject to the CDT (Shipping Terms) of Planet of the Courier Srl indicated on the website www.planetcourier.net (terms and CDT).			

All prices are 22% VAT excluded

Planet courier Srl also offers shipment services worldwide.

For further information about the service, please contact Planet Courier Srl Tel +39 06-87 12 00 04

Fax +39 06-87 12 08 81 email: claudia.lucarelli@planetcourier.net; info@planetcourier.net

Person in charge: Ms Claudia Lucarelli



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