

SPONSOR'S ORDER FORMS

Company Name:	VAT Reg. Number:	
Contact Name:	Email:	
Company Address:		
Telephone:	Fax:	Symposium Date:
Event Name:		

CATERING for SATELLITE – SYMPOSIA

REF.	DESCRIPTION	Nº PERS.	ROOM	TIME	UNIT PRICE	TOTAL
L1 Bag lunch	1 tuna sandwich *** 1 fruit salad *** 1 bottle of mineral water *** 1 paper napkin 1 cutlery set				13, 50 €	
L2 Bag lunch	1 salmon sandwich *** 1 fruit salad *** 1 bottle of mineral water *** 1 paper napkin 1 cutlery set				13, 50 €	
L3 Bag lunch (Veggy)	1 Wrap with tomato, French lettuce, onion and mayonnaise *** 1 fruit salad *** 1 bottle of mineral water *** 1 paper napkin 1 cutlery set				13.50 €	
L4 Bag lunch (Veggy)	1 sandwich with egg, cucumber, lettuce and mayonnaise *** 1 fruit salad *** 1 bottle of mineral water *** 1 paper napkin 1 cutlery set				13.50 €	
L5 Bag lunch	½ cheese baguette *** 1 tuna sandwich *** 1 fruit salad *** 1 bottle of mineral water *** 1 paper napkin 1 cutlery set				15, 50 €	

@ ORDER DEADLINE: May 10th 2010. From May 11th TO June 16th 2010 a 20% surcharge per service will be applied. From June 16th orders will not be accepted. Rates valid for 2010 events only.

SEND ORDERS TO: VIAJES IBERIA CONGRESOS. Contact person: Begoña Ruiz, e-mail: begona.ruiz@viajesiberia.com. Phone number: +34 93 510 10 05, fax number: +34 93 510 10 09

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L6 Bag lunch	½ ham baguette *** 1 salmon sandwich *** 1 fruit salad *** 1 bottle of mineral water *** 1 paper napkin 1 cutlery set				15, 50 €	
L7 Bag lunch (Veggy)	1 Wrap with tomato, French lettuce, onion and mayonnaise *** 1 sandwich with tomato, onion, lettuce and margarine *** 1 fruit salad *** 1 bottle of mineral water *** 1 paper napkin 1 cutlery set				15.50 €	
L8 Bag lunch (Veggy)	1 Tomato wrap with green & red pepper, onion, lettuce, cucumber and mayonnaise *** 1 sandwich with egg, cucumber, lettuce and mayonnaise *** 1 fruit salad *** 1 bottle of mineral water *** 1 paper napkin 1 cutlery set				15.50 €	

IMPORTANT NOTES REGARDING THE BAG LUNCHES SERVICE:

1) It is subject to the set up of meeting room taking also into account all the Satellite Symposia Catering Services and set ups for all the meeting rooms.

2) These prices included:

- The paper bag lunch with the CCIB Catering logo
- Distribution of bag lunch to the rooms.

Note: the waiter service includes only the delivery of the bag lunch in the specified area but not the distribution of the bags to each delegate.

3) Additional Services:

- Waiter service to hand over the tray. Price per waiter: 108,00 € + 7% taxes not included (this price includes the set up, the service itself and dismantling of the service in a total of 4 hours of service)
- CCIB Table linen: 15,00 € per unit + 7% taxes not included
- Box lunch: 1,50 € per unit +7% taxes
- Crisp bag: 1.25 € per unit +7% taxes
- Yoghurt: 1.00 € per unit +7% taxes
- Green salad: 4.50 € per unit +7% taxes
- Gazpacho soup: 3.00 € per unit +7% taxes not included
- Cookies Chips Ahoy package: 2.30 € per unit +7% taxes not included

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4) Confirmation of the services:

- The menus and number of persons must be confirmed 15 working days before the start of the first service (Wednesday, the 9th of June 2010). If confirmation is not given by this dead line, CCIB Catering can not guarantee the service.
- Confirmation of the definitive number of persons must be given 4 working days (Friday 25th of June 2010) before the start of the first service. A 20% increase and 10% decrease will be accepted in relation to the numbers confirmed at first deadline (15 days before the start of the service).

5) Cancellation Policy:

- Cancellations 4 days before the event: payment of the 50% of the persons cancelled.
- Cancellations 72 hours before the event: payment of the 75% of the persons cancelled.
- Cancellations 48 hours before the event: payment of the 100% of the persons cancelled.
- Cancellations, changes, etc. must be communicated in writing in the deadlines established. If not, a 100% charge will be applied.
- Any modification in the menus can affect the final price.

SUM OF SUB TOTALS	€
SUB TOTAL (excluding VAT)	€

7% VAT	€
TOTAL	€

COMPANY STAMP,
NAME & SIGNATURE

..... 2010

<p>SEND THESE FORMS BY FAX TO:</p> <p>+34 93 51 01 009</p>
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