

Villa Sarasin Meeting Room Booking Form

Company name / Stand number:	
Contact name:	
Telephone number:	
Email address:	
Name of person responsible on the day & mobile number:	
Number of persons:	
Seating arrangement:	
Title of meeting/ text for signage:	

Meeting Room Availability

Room	Area (m2)	Boardroom or U-shape set-up (Persons)	Total cost for 7-9 May	Additional Cost for 6 May	Availability
Lounge 1	33	14	€ 5,850	€1,950	BOOKED
Lounge 2	26	10	€ 4,650	€1,550	BOOKED
Lounge 3	51	22	€ 7,050	€2,350	BOOKED
Lounge 4	24	10	€ 4,650	€1,550	BOOKED
Lounge 5	49	22	€ 7,050	€2,350	
Lounge 11	35	14	€ 5,850	€1,950	
Lounge 12	16	10	€ 4,050	€1,350	
Lounge 13	28	10	€ 4,650	€1,550	
Lounge 14	19	11	€ 4,050	€1,350	
Lounge 15	24	10	€ 4,650	€1,550	
Lounge 16	15	8	€ 4,050	€1,350	
Lounge 17	28	12	€ 4,650	€1,550	
Lounge 18	17	8	€ 4,050	€1,350	
VIP Bar	Please contact maria.sidiropoulou@informa.com for more information				

*Rates in Euros and exclusive of 8% VAT.

** Rooms available for 3 days minimum

No of preferred Meeting Room:	Required Dates: <input type="checkbox"/> 6-9 May <input type="checkbox"/> 7-9 May
	Total Cost:
Print Name:	Signature:

By signing this contract you agree that you are committing to booking a meeting room at Vitafoods Europe 2019 and confirming that the above total amount + VAT will be paid to Informa plc no later than the date agreed on the invoice.

Please fill in the requested details above and email the completed form to maria.sidiropoulou@informa.com

Included in the meeting rooms are:

- Tables and chairs (boardroom or u-shape set up)
- 2kw power supply and lighting
- Daily Cleaning
- Signage on the door

Additional meeting room services such as AV Equipment and Catering can be ordered directly with Palexpo. To find out more information and costs, please contact:

Catering Contact:	Name: Angela Gautschi Email: angela.gautschi@palexpo.ch Telephone: + 41 22 761 15 00
AV Equipment Contact:	Name: Regula Lauener Email: regula.lauener@palexpo.ch Telephone: +41 22 761 11 11

Location

The Meeting Rooms are located next to Palexpo in **Villa Sarasin**, a 19th century manor. Rooms are available from **7am** and must be vacated **by 7pm**. No keys are required.

