

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	N° PERS.	ROOM N°	DATE TIME	UNIT PRICE MORE 100	UNIT PRICE LESS 100	TOTAL €
Work Lunch.1 Option 1	Salad of fresh cheese and cherry tomatoes with sesame-seed crisp *** Select pork jowl with Port sauce and lemon potatoes *** Tarte Tatin with toffee *** Mocha coffee *** Beverages René Barbier Mediterranean red and white wine (A.O.C. Penedès) Mineral water				38.95€	46.55€	
Work Lunch.1 Option 2	Salad of fresh cheese and cherry tomatoes with sesame-seed crisp *** Supremes of salmon with creamy potatoes and parsley sauce *** Tarte Tatin with toffee *** Mocha coffee *** Beverages René Barbier Mediterranean red and white wines (A.O.C. Penedès) Mineral water				38.95€	46.55€	
Work Lunch.2 Option 1	Green salad with citrus-marinated salmon *** Veal ragout cooked in red wine with tender vegetables *** Yogurt mousse with strawberry compote *** Mocha coffee *** Beverages René Barbier Mediterranean red and white wine (A.O.C. Penedès) Mineral water				40.02€	47.62€	

Ⓞ ORDER DEADLINE: 13 May 2008. From 13 May to 13 June 2008 a 20% surcharge per service will be applied. From 13 June orders will not be accepted. Rates valid for 2008 events only.

SEND ORDERS TO: VIAJES IBERIA CONGRESOS. Contact person: Elena Martin, e-mail: elena.martin@viajesiberia.com.
 Phone number: +34 93 510 10 05, fax number: +34 93 510 10 09

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REF.	DESCRIPTION	Nº PERS.	ROOM Nº	DATE TIME	UNIT PRICE MORE 100	UNIT PRICE LESS 100	TOTAL €
Work Lunch.2 Option 2	Green salad with citrus-marinated salmon *** Cube of sea bass with tender vegetables and spicy gravy *** Yogurt mousse with strawberry compote *** Mocha coffee *** Beverages René Barbier Mediterranean red and white wine (A.O.C. Penedès) Mineral water				40.02€	47.62€	
Work Lunch.3 Option 1	Pea soup with shellfish and asparagus *** Cube of roast chicken with cuttlefish and coconut sauce *** Fresh-cheese mousse with honey-caramel sauce *** Mocha coffee *** Beverages René Barbier Mediterranean white wine (A.O.C. Penedès) Viña Mantibre red wine (A.O.C. Rioja) Mineral water				46.60€	53.77€	
Work Lunch.3 Option 2	Pea soup with shellfish and asparagus *** Salt cod a la llauna *** Fresh-cheese mousse with honey-caramel sauce *** Mocha coffee *** Beverages René Barbier Mediterranean white wine (A.O.C. Penedès) Viña Mantibre red wine (A.O.C. Rioja) Mineral water				46.60€	53.77€	

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REF.	DESCRIPTION	Nº PERS.	ROOM Nº	DATE TIME	UNIT PRICE MORE 100	UNIT PRICE LESS 100	TOTAL €
Work Lunch.4 Option 1	Mixed green salad with slowly cooked marinated quail *** Diced shoulder of lamb with tomato tian and thyme *** Crêpe filled with creamy chocolate sauce *** Mocha coffee *** Beverages René Barbier Mediterranean white wine (A.O.C. Penedès) Viña Mantibre red wine (A.O.C. Rioja) Mineral water				50.30€	57.57€	
Work Lunch.4 Option 2	Mixed green salad with slowly cooked marinated quail *** Supreme of hake in its juice with hummus and sautéed octopus *** Crêpe filled with creamy chocolate sauce *** Mocha coffee *** Beverages René Barbier Mediterranean white wine (A.O.C. Penedès) Viña Mantibre red wine (A.O.C. Rioja) Mineral water				50.30€	57.57€	
Work Lunch.5 Option 1	Vegetable lasagne with rice paper and mozzarella sauce *** Sirloin-steak talo with foie-gras sauce *** Chocolate semifrio with citrus fruit and saffron *** Mocha coffee *** Beverages Segura Viudas Heredad white wine (A.O.C. Penedès) Viña Mantibre red wine (A.O.C. Rioja) Aria Cava (A.O.C. Penedès) Mineral water				51.25€	59.12€	

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REF.	DESCRIPTION	Nº PERS.	ROOM Nº	DATE TIME	UNIT PRICE MORE 100	UNIT PRICE LESS 100	TOTAL €
Work Lunch.5 Option 2	Vegetable lasagne with rice paper and mozzarella sauce *** Sea bass slowly cooked in smoked oil with tuber chips and celery parmentier *** Chocolate semifrío with citrus fruit and saffron *** Mocha coffee *** Beverages Segura Viudas Heredad white wine (A.O.C. Penedès) Viña Mantibre red wine (A.O.C. Rioja) Aria Cava (A.O.C. Penedès) Mineral water				51.25€	59.12€	

IMPORTANT NOTES REGARDING THE WORK LUNCHES SERVICE:

1) It is subject to office availability taking into account all the Satellite Symposia Catering Services, and taking into account all the set up rooms and space available for the catering services.

2) The above prices include:

- Lunch service duration of 1 hour and 30 minutes
- CCIB Equipment up to 2.500 people (tables, chairs, linen, crockery, glassware and cutlery).
- Staff: Maitre, waiting staff (1 waiter each 20 people), cooks and cellerman. Personnel in charge of set up, dismantle and collecting material.
- Set up with tables of 1,70 m. for a maximum of 10 people each one.
- Event Coordinator.

3) Additional Services:

- Flower arrangements on table (see floral centrepieces document).
- Extra cost in case of service extension per person: 2,70 € per hour + 7% TAX not included.
- White chair covers: 2,70 € + 7% tax not included.
- Printing of menus with one ink (prices under request)

4) Confirmation of the services:

- The menus and number of persons must be confirmed 15 working days before the start of the first service. If confirmation is not given by this dead line, CCIB Catering can not guarantee the service.

5) Cancellation Policy:

- Confirmation of the definitive number of persons must be given 72 working hours 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 (10 days before the start of the service).
- Cancellations 72 hours before the event: payment of the 50% of the persons cancelled.
- Cancellations 48 hours before the event: payment of the 75% of the persons cancelled.
- Cancellations 24 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.

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REF.	DESCRIPTION	Nº PERS.	ROOM Nº	DATE TIME	UNIT PRICE MORE 100	UNIT PRICE LESS 100	TOTAL €
BUFFET LUNCH 1	<p>Cold Buffet <i>Crudités</i> Lettuce hearts, carrots, tomatoes, daikon radishes, sweet corn and beetroot</p> <p><i>Salads</i> Tomato and fresh-cheese salad with basil-flavoured olive oil Pasta salad with dried fruit and nuts</p> <p>Hot Buffet <i>Soup</i> Pea soup with mint and cured ham</p> <p><i>Meat and Fish</i> Veal knuckle with traditional sauce Cube of sea bass with baby squid and squid-ink sauce</p> <p><i>Pasta</i> Penne al pesto</p> <p><i>Vegetarian</i> Vegetable lasagne</p> <p><i>Garnishes</i> Parisienne potatoes Sautéed mushrooms</p> <p>Desserts Tray of finely sliced fruit in season Massini mini-sponge cakes</p> <p>Beverages Mineral water Soft drinks Fresh orange juice Coffee & tea</p>				50.72	53.66€	
BUFFET LUNCH 2	<p>Cold Buffet <i>Crudités</i> Lettuce hearts, carrots, tomatoes, daikon radishes, sweet corn and beetroot</p> <p><i>Salads</i> Lentil salad with ham crisp Mediterranean salad (potato, chives, mild mustard cream)</p> <p>Hot Buffet <i>Soup</i> Pumpkin cream soup with grated parmesan</p> <p><i>Meat and Fish</i> Chicken drumsticks with herb butter Tuna loin <i>a la Vizcaína</i></p> <p><i>Pasta</i> Farfalle with wild-mushroom carbonara</p> <p><i>Garnishes</i> Mixed sautéed vegetables Potato purée</p> <p>Desserts Tray of finely sliced fruit in season Vanilla cream</p> <p>Beverages Mineral water Soft drinks Fresh orange juice Coffee & tea</p>				51.52€	54.20€	

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REF.	DESCRIPTION	Nº PERS.	ROOM Nº	DATE TIME	UNIT PRICE MORE 100	UNIT PRICE LESS 100	TOTAL €
BUFFET LUNCH 3	<p>Cold Buffet <i>Crudités</i> Chicory, lettuce hearts, mixed greens, tomatoes, carrots, daikon radishes, corn</p> <p><i>Salads</i> Couscous with sweet-and-sour yogurt sauce Salad of marinated salmon and gremolata sauce</p> <p>Hot Buffet <i>Soup</i> Salt-cod and cep soup</p> <p><i>Meat and Fish</i> Glazed duck with sautéed cabbage and shitake mushrooms Supremes of salmon with wild rice and fresh-herb emulsion</p> <p><i>Vegetarian</i> Spinach and ricotta tortellini with arugula dressing</p> <p><i>Garnishes</i> Vanilla potato cylinder Broccoli purée</p> <p>Dessert Tray of finely sliced fruit in season Sacher mini-torte Passion fruit <i>semifrio</i></p> <p>Beverages Mineral water Soft drinks Fresh orange juice Coffee & tea</p>				54.73€	57.35€	
BUFFET LUNCH 4	<p>Cold Buffet <i>Crudités</i> Chicory, lettuce hearts, mixed greens, tomatoes, carrots, daikon radishes, corn</p> <p><i>Salads</i> Penne salad with sun-dried tomato, black-olive and anchovy brunoise Salad of white asparagus with dried salted tuna and smoked-oil emulsion</p> <p>Hot Buffet <i>Cream soup</i> Shrimp and basil bisque</p> <p><i>Meat and Fish</i> Diced pork tenderloin with mustard sauce and dried fruit Fillet of sea bream with caramelized balsamic vinegar and garlic chips</p> <p><i>Vegetarian</i> Rice-paper lasagne with two-celery cream</p> <p><i>Garnishes</i> Thai rice Hummus</p> <p>Desserts Tray of finely sliced fruit in season Sacher mini-torte Toffee cream</p> <p>Beverages Mineral water Soft drinks Fresh orange juice Coffee & tea</p>				56.87	59.55€	

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IMPORTANT NOTES REGARDING THE BUFFET LUNCHES SERVICE:

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

2) The above prices include:

- Service duration of 2 hours
- CCIB Equipment up to 2.500 people (tables, chairs, linen, crockery, glassware and cutlery).
- Staff: Maitre, waiting staff (1 waiter each 20 people), cooks and cellerman. Personnel in charge of set up, dismantle and collecting material.
- Set up with tables of 1,70 m. for a maximum of 10 people each one.
- Event Coordinator.

3) Additional Services:

- Flower arrangements on table (see floral centrepieces document).
- Extra cost in case of service extension per person: 2,70 € per hour + 7% TAX not included.
- White chair covers: 2,70 € + 7% tax not included.
- Printing of menus with one ink (prices under request)

4) Confirmation of the services:

- The menus and number of persons must be confirmed 15 working days before the start of the first service. If confirmation is not given by this dead line, CCIB Catering can not guarantee the service.

5) Cancellation Policy:

- Confirmation of the definitive number of persons must be given 72 working hours 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 (10 days before the start of the service).
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WORK LUNCH ON TRAY OPTION 1	German potato salad **** Shellfish cake with tartar sauce **** Fruit salad **** Bread & Mineral water Disposable cuttlery & napkin				29.96€	32.10€	
WORK LUNCH ON TRAY OPTION 2	Pasta salad with smoked salmon **** Roast beef with <i>escalibada</i> toasted vegetables and apple compote **** Brownie **** Bread & Mineral water Disposable cuttlery & napkin				29.96€	32.10€	
WORK LUNCH ON TRAY OPTION 3	Lentil salad **** Vegetable cake **** Lemon mousse **** Bread & Mineral water				29.96€	32.10€	

IMPORTANT NOTES REGARDING THE WORK LUNCHES ON TRAY 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 disposable plastic tray.
- Distribution of tray lunch to the rooms.

Note: the waiter service includes only the delivery of the tray 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
- The total price of waiters depend on the number of persons per room
- CCIB Table linen: 12,00 € per unit +7% taxes not included

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REF.	DESCRIPTION	Nº PERS.	ROOM Nº	DATE TIME	UNIT PRICE MORE 100	UNIT PRICE LESS 100	TOTAL €
L1 Bag lunch	½ ham and cheese baguette Smoked salmon sandwich 1 piece of fruit 1 kit kat (biscuit with chocolate) 1 bottle of mineral water (33cl) 1 Napkin				16,85 €		
L2 Bag lunch veg.	½ cheese baguette Vegetable sandwich 1 piece of fruit 1 kit kat (biscuit with chocolate) 1 bottle of mineral water (33cl) 1 Napkin				16,85 €		
L3 Bag Lunch	1 potato salad (in plastic container) Ham & cheese sandwich 1 piece of fruit 1 kit kat (biscuit with chocolate) 1 bottle of mineral water (33cl) 1 Napkin / 1 plastic fork				19,10 €		
L4 Bag Lunch	1 pasta salad (in plastic container) Ham & cheese sandwich ½ fuet baguette 1 piece of fruit 1 kit kat (biscuit with chocolate) 1 bottle of mineral water (33cl) 1 Napkin / 1 plastic fork				21,35 €		

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 bags. Price per waiter: 108,00 € + 7% tax not included (the total price of waiters depend on the number of persons per room)
- CCIB Table linen: 12,00 € per unit + 7% taxes not included
- Box lunch: 1,50 € per unit + 7% taxes

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ADDITIONAL NOTES:

As informed in the "Satellite Symposia Manual" Sponsors must guarantee food and beverage quantities equal to or greater (if space is available) than the number of seats for which the room is set.

IMPORTANT NOTES REGARDING THE PAYMENT:

ALL CATERING SERVICES HAS TO BE PAID IN ADVANCE (20 days before the beginning of the event) IN ORDER TO BE CONFIMED AND GUARANTEE THE SERVICE.

ALL RATES + VAT (NOT INCLUDED)

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

7% VAT	€
TOTAL	€

COMPANY STAMP, NAME & SIGNATURE

..... 2008

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METHODS OF PAYMENT

➤ **By Bank Transfer to: VIAJES IBERIA CONGRESOS.**

Bank address: BANCA MARCH
Tuset, 2
08006 Barcelona
Bank account number: 0061-0164-17-0007410113
Swift code: BMARES 2M
IBAN number: ES98 0061-0164-17-0007410113

Please attach the bank transfer receipt

➤ **By Credit card, filling in the following payment form.**

CREDIT CARD AUTHORISATION FORM

I, _____, hereby authorize IBERIA CONGRESOS to charge my credit card account with the total amount stated below.

Credit card: _____

Credit card holder name: _____

Credit card number: _____

CVC (the last three numbers located on back of credit card): _____

Expiry date: _____

THIS CREDIT CARD IS TO BE USED FOR THE PAYMENT OF SERVICES ORDERED BY THE FOLLOWING COMPANY:

Company name: _____

Company address & city: _____

Telephone / Fax: _____

E-mail: _____

Contact name: _____

Signature of Cardholder

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