

## Contact form Business

### 1. Contact data

Company:  
Street / n°:  
Postal code / city:  
Name / position:  
Telephone:  
Fax:  
eMail:

### 2. Which kind of event are you planning?

Conference / Meeting:   
Congress:   
Seminar:   
Workshop:   
Presentation:   
Incentive:   
Others:

### 3. Date

Arrival:  
Departure:  
Number of participants:

### 4. Accommodation

\*\*\* Hotel:   
\*\*\*\* Hotel:   
\*\*\*\*\* Hotel:   
Finca / Rural Hotel:   
Single rooms \_\_\_ (number)  
Double rooms \_\_\_ (number)  
Breakfast:   
Half board:   
Full board:   
Others:

### 5. Airport Shuttle

Bus:   
Rent car:

### 6. Event data Rooms

Number of meeting rooms:  
Persons / Room:  
Other rooms:

#### Technical equipment

Beamer:   
Overheadprojektor:   
Screen:   
Flip chart:   
Mikrophone:   
Others:

#### Catering

Coffeebreak morning:   
Coffeebreak afternoon:   
Lunch:   
Beverages:   
Others:

### 6. Budget

Per Person / Euro:  
Total / Euro  
Journey (flight) included?: