

LEAD RETRIEVAL ORDER FORM

Exhibiting companies can rent a lead retrieval system for real time follow up of prospects. You can place your order online at the latest by 17 February 2012.

How does it work?

A barcode will be printed on the badges of all registered participants. This barcode contains a unique number which relates to the participant's record in the registration database. This record holds all contact information, as provided by the participant or group registration contact person.

One week prior to the event you will receive a link and a password for accessing the web portal where you can check and edit the list of qualifiers to be displayed. Onsite, you should pick up your scanner at the exhibitor desk. Staff will be available to answer your questions during opening hours.

By simply scanning a visitor's name badge you can link the lead to a set of pre-defined qualifiers and add comments. At any given time you can synchronize the scanner through the Wi-Fi signal at the Faculty Room.

As soon as the leads on the scanner are synchronized, you can access your data through a personal web portal. Here you can check, print and download your collected contact data. You can either download an MS Excel file or vCards for your contact database.

Services

There are two types of scanners:

1/ A booth scanner is rented for the duration of the exhibition with the option to include qualifiers and/or comments.

2/ A symposia scanner has a limited rental period and is used for satellite symposia or raffles (no qualifiers or comments).

The special offer is a combination of both.

Pricing

	Orders before 03/02/2012	Orders between 06/02/2012 & 17/02/2012
Booth scanner	€ 450,00 net	€ 550,00 net
Symposia scanner*	€ 250,00 net	€ 300,00 net
Special Offer	€ 799,00 net	n/a

These costs are per rented scanner, including 10 qualifiers (booth scanner) and an unlimited number of scans.

* Maximum rental of 3 uninterrupted hours

Special offer – available only before the deadline of 6 February 2012

➔ Package of 1 booth scanner and 2 symposia scanners for € 799 net

- **Order deadline** - After the ordering deadline of 17 February 2012, COVR does not accept orders automatically but will confirm acceptance upon availability. For confirmed orders after 17 February 2012, a surcharge of € 100 per device will be added.
- **Rental rates** are per scanner and include scanner, cmLead software and an unlimited number of scans.
- **Terms of payment** - Upon receipt of order, an invoice representing the total amount due (quoted prices are net of Belgian VAT of 21%) will be sent by COVR. Payment has to be done by credit card via Ogone after you've placed the order online.
- **Cancellation** - orders can be cancelled until 17 February 2012 without any fees. After 17 February there is a cancellation fee of 50%.
- **Pick up/return** — Scanners must be collected at the Faculty Room on Tuesday 20 March 2012, between 12.00-17.00 hours and returned on Friday 23 March 2012, before 11.00 hours. Exhibitors are responsible for the proper use and safe keeping and will pay for any damage occurred during the rental. Items failed to be returned onsite must be sent by courier to COVR bvba (Oude Tramstraat 5, 2490 Balen, Belgium) within 5 working days after the last day of conference. The cost of a lost, damaged or not completely returned scanner will be 1200 EUR per piece.
- **Data retrieval and protection**

The collected contact data of visitors are provided in two ways:

- Download of the data via the website (or print out of the list)
- Mailing of the MS- Excel file after the event

Each lead will contain the contact information as provided by the participant or the group registration contact person on the registration form (name, full address, telephone, fax, email and lead codes). Hence the quality of the delegates' contact details – collected by the organizer - will ultimately define the value of the lead retrieval system. EAHP nor COVR can be held liable for incorrect data. The company renting the scanners hereby agrees to respect the data privacy policy imposed by EAHP.



Order form EAHP, Milan, 21-23 March 2012

Company / booth: _____
Contact person: _____
E-mail: _____
Address: _____
VAT Number _____

	Orders before 03/02/2012	Orders between 03/02/2012 & 17/02/2012	Units	€ Total
Booth scan	€ 450,00 net	€ 550,00 net		
Symposia Scan	€ 250,00 net	€ 300,00 net		
Special Offer	€ 799,00 net	----		
Cancellation fees	0%	50%	Total €	<hr/>

Quotations excl. 21% Belgian VAT.

Please use following link to place your order:

www.covr.be/cmlead/eahp17.aspx

Orders can only be placed online and require online credit card payment.
After acceptance of your order, COVR will send you a confirmation and invoice.