ICC
international
convention
center ghent

"We Care"

Katholieke universiteit Leuven - faculty of engineering - ESAT
To: Yves Moreau
Kasteelpark Arenberg 10
B-3001 Leuven

Project nr. 06CV3942

Ghent, 16/12/2008

Dear Sir Moreau,

First of all I would like to thank you very much for your new application of 12/12/2008. Your interest in the **ICC** international convention center **ghent** offers us a wonderful opportunity to let you experience our expertise and professional approach.

We compiled a proposal for your event based on the information you provided by mail. Going on your estimated number of participants of 900 persons we currently have the following rooms available on 26/09/2010 tot 29/09/2010: Arteveldeforum, Auditorium, Banketzaal Groot, Casinozaal, Hubert Van Eyckzaal, Jan Van Eyckzaal, Minneplein, The Training House, classroom I, The Training House, classroom II, Van Der Goeszaal, Van Rysselberghezaal. Furthermore we would like to offer you **an option, free of any obligation,** on these rooms **until** 12/01/2009.





Auditorium

Our quality based price for the use of this rooms is **43.620,18 €** (excl. 21% VAT) and includes the following:

Timing:

Build up + event on 26/09/2010: 08 h - 18 h
Event on 27/09/2010: 08:30 h - 18 h
Event on 28/09/2010: 08:30 h - 19:30 h
Event on 29/09/2010: 08:30 h - 15 h
Break down on 29/09/2010: 15 h - 22 h

The above mentioned price **includes**:

- The use of our rooms during the timing mentioned above:
  - Arteveldeforum on 26-27-28-29/09/2010: Exhibition area
  - Minneplein on 26-27-28-29/09/2010: Poster Board area
  - Auditorium on 26-27-28-29/09/2010: for 975 people
  - Jan Van Eyck room on 26/09: meeting room for 250 people in theatre set up
  - Hubert Van Eyck room: on 26/09: meeting room for 150 people in theatre set up
  - Van Der Goes room on 26-27-28-29/09/2010: meeting room for 150 people in theatre set up
  - Van Rysselberghe room on 29/09: meeting room for 250 people in theatre set up
  - Banquet Hall & Casino Hall on 26-27-28-29/09/2010: catering rooms

- Standard cleaning
- Standard consumption of power, gas and potable water for the rented room(s), utilizing the existing material
- Insurance objective liability 'explosion and fire'
- Legal 'Fair Compensation Artistic Performers'
- Inclusion of your event in the calendar on www.iccghent.com
- Possibility to use one of the 5 AED's in case of emergency
- Personel
  - Supervisor:
    - € 44,32/ hour on Sunday
    - € 26,80/ hour on a weekday before 7 p.m.
    - € 33,12/ hour on a weekday after 7 p.m.
  - 1 person for the restroom facilities during the event at € 25,90/ h/ person
  - 4 people for the cloakroom facilities during the event at € 25,90/ h/ person
  - AV technician for the auditorium at € 47,65/ h during the build up and event

- Free wireless access to the internet for 250 users

The above mentioned price **excludes**:

- Catering needs
  - Catering can be provided by Flanders Catering, our inhouse caterer.
  - If the client brings his own supplier, ICC ghent charges 15% on the catering invoice. All HACCP-regulations have to be applied. If not, the ICC ghent has the right to refuse the proposed caterer.
- Parking
  - Underground parking ICC ghent
    - 4,13€/place paid for by the organiser
    - 5€ paid by the visitor
  - Sint-Pieters Square parking
    - Congres ticket for the entire day at 2,50€
  - UCO parking
    - 3 €/place
  - We advise you to work with a shuttle service when using the Sint-Pieters parking or the UCO parking

- Booths and electricity supply for the booths
- Internet:
  - Cable internet at 125 €/connection

- Extra AV material
  - Auditorium
    - Beamer 8000LCD at 1.743 € the first day and 750 € from the second day onwards
    - Projection assistance at € 40,00/ h
    - A wired microphone at € 29,00/ micro the first day and 10,07 from the second day onwards
    - Tie microphone, headset, mic's for Q & A: 78,40 € for the first day, 34,51 € from the second day onwards

  - Breakout rooms:
    - sound amplification at 263,20€ the first day and 79,83 € from the second day onwards
    - A wired microphone at € 29,00/ micro the first day and 10,07 from the second day onwards
    - Tie microphone, headset, mic's for Q & A: 78,40 € for the first day, 34,51 € from the second day onwards
    - Beamer 3500 LCD at 448,00 € the first day and 190,00 € from the second day onwards
    - Audio visual assistance at € 40,00/ h
- Parking (Prices 2008!)
  - Underground parking ICC ghent
    - 4,13€/place paid for by the organiser
    - 5€ paid by the visitor
  - Sint-Pieters Square parking

        - Congres ticket for the entire day at 3,00€
    - UCO parking
        - 3 €/place
    - We advise you to work with a shuttle service when using the Sint-Pieters parking or the UCO parking

- Acces
    - By car
      Ghent lies at the crossroads of two major European highways. The E17 connects Northern Europe with the South, and the E40 runs from the North Sea all the way to Eastern Europe.
    - By public transportation: bus or train
      BUS. The following buses stop at "Ledeganckstraat", just across the street from the ICC Ghent: lines 9, 28, 34, 35, 36, 55, 57, 58, 7, 71, 72, 76, 77, 94 and 95.
      www.delijn.be
      TRAIN. Ghent is easily accessible by train (Gent-Sint-Pieters station) from most European capitals and is just a 30-minute train ride from Brussels Central station. With the Eurostar and Thalys high-speed train lines, the ICC Ghent is only two hours from Paris and less than three hours from London, Amsterdam and Cologne. Gent-Sint-Pieters station is a 10-minute walk from the ICC Ghent. With any of the above mentioned bus lines or by 24-hour on-call taxi service, you can reach the ICC Ghent in just two minutes.
      www.nmbs.be of www.v-tax.be
    - By plane
      Ghent is just 45 minutes away from Brussels International Airport and the 70 different international destinations that it serves. There is a direct train connection between the airport and Ghent which stops right in the ICC Ghent's backyard. It takes just 10 short minutes to walk from Gent-Sint-Pieters station to the Citadel Park.
      www.brusselsairport.be
      We have contacted our colleagues at Gent Congres to help you with the hotel bookings.
    - Overnight stays
      Feel free to contact Holiday Inn, Marriott and Accor, our hotel partners.
      www.holidayinn.com; www.marriottghent.be; www.accor.com

- Theft and damage insurance of all properties present in the used room(s), owned by the user and/or his co-users
- Additional personnel costs technical supervision
- Additional cleaning costs for an abnormal dirty room after your event, to be agreed upon on scene by both parties
- Additional electricity and water outlets, including the appropriate certificates
- VAT

Greet Ascrawat, your personal Account Manager will contact you on 05/01/2009 to see if this proposal meets your needs. For additional information you can always reach Greet on the direct number 09/242 89 47. She is at your disposal if you would like, at a prearranged time, to visit the **ICC ghent**.

We hope to be able to welcome you and your guests at the **ICC** international convention center **ghent**.

With kind "We Care" regards,

I Care
Greet Ascrawat
sr. Accountmanager
greet.ascrawat@iccghent.com

I Care
Carine De Vriese
Conventions & Events Manager