



Office Space Rental
**15th Meeting of the Conference of the Parties to the Convention on International
Trade in Endangered Species of Wild Fauna & Flora**
13 – 25 March 2010

A tent will be erected and transformed into office spaces. The office tent is located at
the car park next to the Sheraton Convention Center.

Sheraton Office Tent

Office Space rental contact information	
Contact Person	Laura-F. Haucke
Office	+974 454 80 39
Mobile	+974 655 80 11
Email	laura@qmdi.qf.org.qa

Office Space Set-Up & Services

Cost of a standard 12 m² office space = QR 18,000
for the rental period from the 13 – 25 March 2010

Cut Off Date

Office space needs to be confirmed by latest 31 January 2010

Office Space	12 m²
Rectangular tables (0.6m x 1.8m)	2
Chairs (0.6m x 0.06m)	6
13amp chairs	2

For additional services such office equipment rent, internet, telephone & fax lines
please be so kind to contact laura@qmdi.qf.org.qa

Additional Services (Priced for the entire period from the 13-25 March 2010)	Rate
Laptop	3,000QR
Color Printer	4,500QR
Photocopier Machine	15,000QR
Fax Machine	2,250QR
Desk Telephone	375QR



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This is to confirm the booking of a 12sqm office space charged at **QR 18,000** at the Sheraton Hotel from the 13-25 March 2010. A tent will be erected and transformed into office spaces. The office tent is located at the car park next to the Sheraton Convention Center.

I would like to take up office space: _____

Name of Company : _____

Name of Contact Person : _____

Mailing Address : _____

Telephone : _____ Fax: _____

Email : _____

Signature : _____ Date: _____

Company Stamp : _____

Office Name : _____

Remarks : _____

Booking Policies

- A maximum of 2 offices can be combined to create 1 office of 6m x 4m. Should this be required, please indicate this request in the Remarks field.
- A maximum of 3 offices can be requested by an organization. Should you require more than the indicated amount, please indicate this request in the Remarks field. Request for the additional office(s) shall be placed on a waiting list and you will be notified of your request after the booking cut-off date (that is 31 January 2010)
- In the event of cancellation, QMDI must be notified and a cancellation fee will be charged. The cancellation policy will be as follows:

30 days prior to event	50% of total booked office rates
2 weeks prior to event	100% of total booked office rates

Please complete and return by fax or mail latest by the 31 January 2010:

Laura-Florentine Haucke

Event Manager

QMDI (Qatar MICE Development Institute)

A Qatar Foundation Joint Venture

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GENERAL INFORMATION

A tent will be erected and transformed into office spaces. The office tent is located at the car park next to the Sheraton Convention Center.

Office Space rental is only open to registered delegates and not trade and public visitors.

INFORMATION ON THE RENT OF OFFICE SPACE

Date	13 – 25 March 2010
Venue	Sheraton Office Tent
Time	0800 to 2000 hrs
Address	Al Corniche St., P.O. Box 6000, Doha Qatar
Website	www.sheraton-doha.com

MOVE-IN

12 March 2010	Companies setup	12pm
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OFFICE SPACE RENTAL PERIOD

13 - 25 March 2010	Offices in operation	0800 - 2000
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MOVE OUT

25 March 2010	1) Removal of office documents 2) Return all Rented Items	0800 - 2000
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CONTACT INFORMATION

Office Space Bookings and General Enquiries

For enquiries pertaining to the showcase, please contact:

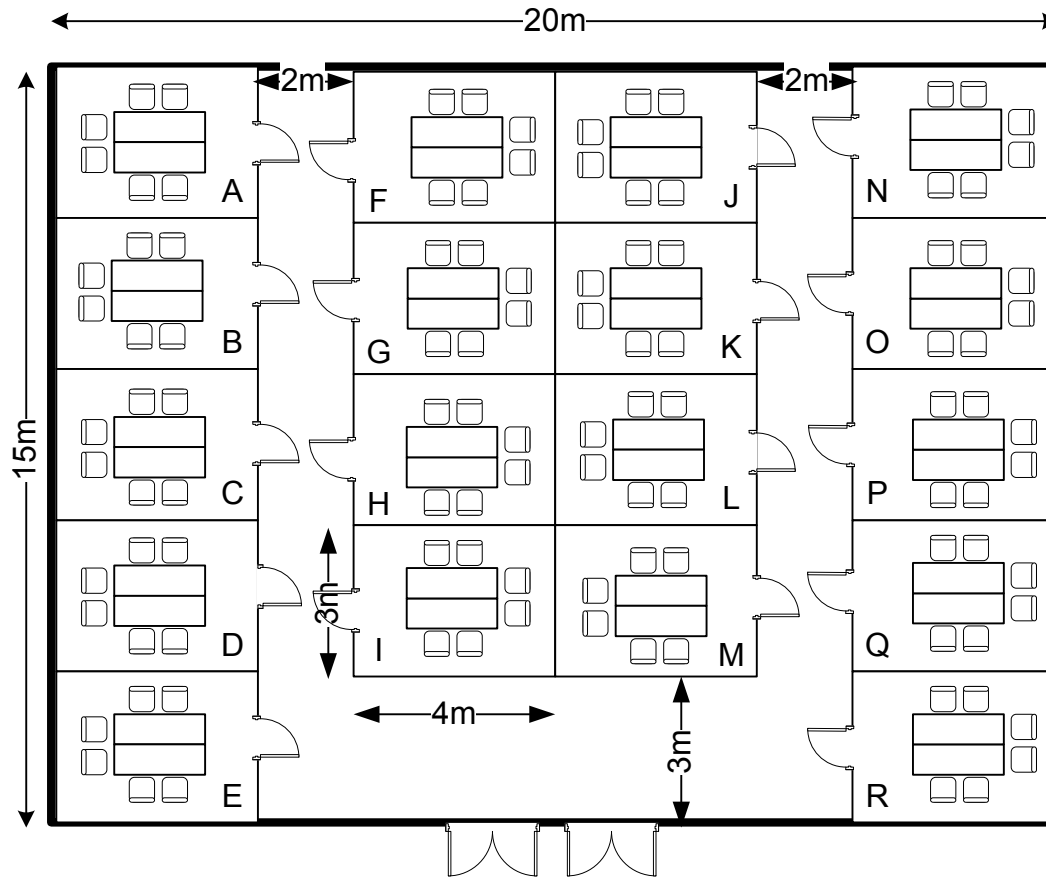
Qatar MICE Development Institute

Ms. Laura-F. Haucke Office: +974 454 80 39 Mobile: +974 655 80 11 Email: laura@qmdi.qf.org.qa

Cut Off Date

Office space needs to be confirmed by latest **31 January 2010**

Meeting Rooms & Offices for Rental during CoP15



Office Space Layout A – R

- A: 4m x 3m (12sqm)
- B: 4m x 3m (12sqm)
- C: 4m x 3m (12sqm)
- D: 4m x 3m (12sqm)
- E: 4m x 3m (12sqm)
- F: 4m x 3m (12sqm)
- G: 4m x 3m (12sqm)
- H: 4m x 3m (12sqm)
- I: 4m x 3m (12sqm)
- J: 4m x 3m (12sqm)
- K: 4m x 3m (12sqm)
- L: 4m x 3m (12sqm)
- M: 4m x 3m (12sqm)
- N: 4m x 3m (12sqm)
- O: 4m x 3m (12sqm)
- P: 4m x 3m (12sqm)
- Q: 4m x 3m (12sqm)
- R: 4m x 3m (12sqm)

Logistics per Room:
 2 x Tables (0.6m x 1.8m)
 6 Chairs: (0.6m x 0.6m)
 2 x 13amp points

Notes: Each room has pre-fabricated walls, one door and Fabric-ceiling. Rooms can be combined

Event:
CITES 2010

Drawing Title:
Meeting Rooms & Offices
for Rent during CoP15

Location:
Sheraton Hotel,
Convention Center

Date:
24/11/09