

EXHIBITOR'S GUIDE

USUAL INFORMATION FOR YOUR BOOTH INSTALLATION

www.grimaldiform.com ■ ■ ■

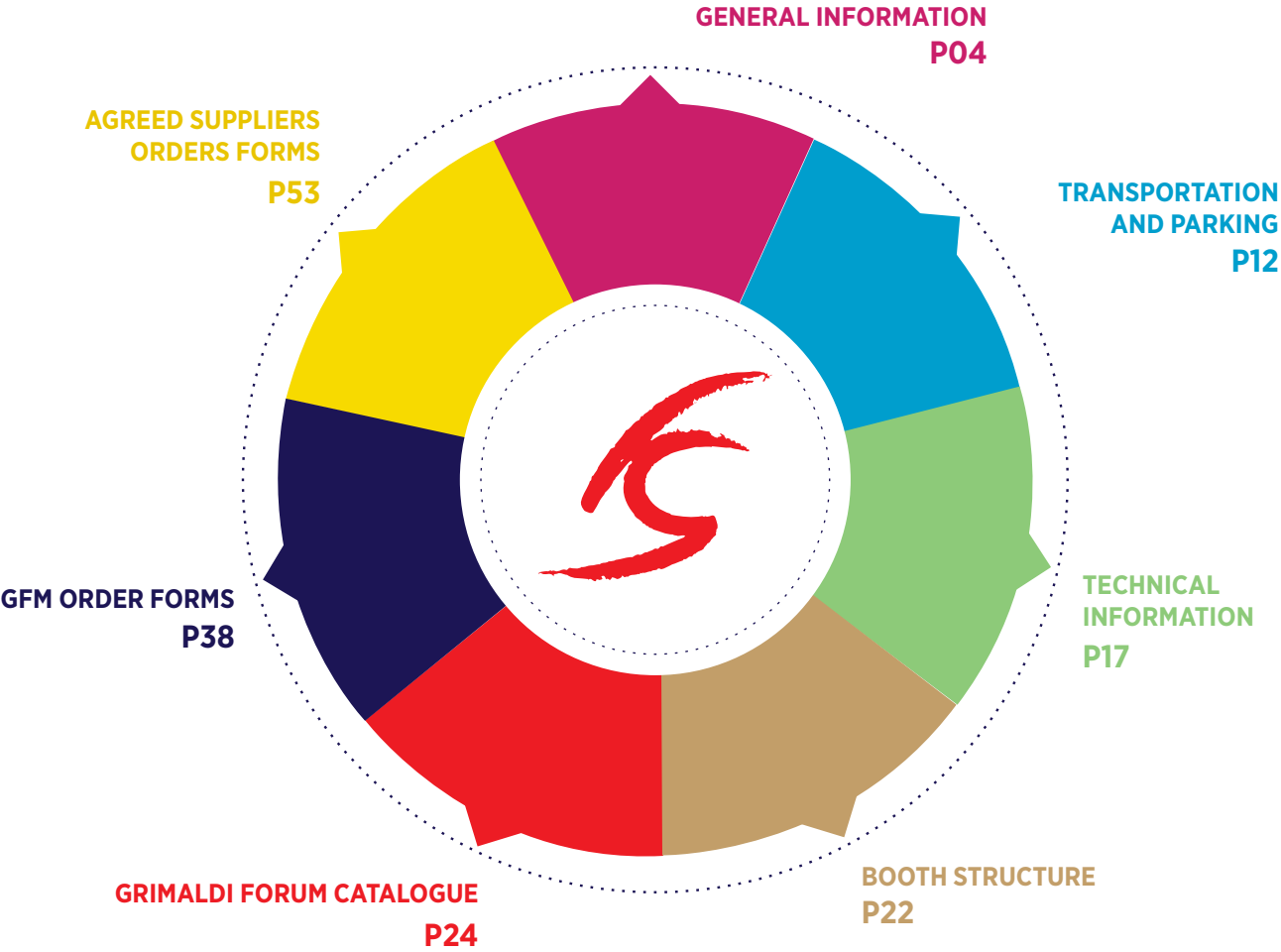


INTERPOL



MONACO 2014
83RD GENERAL ASSEMBLY

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YOUR CONTACT

STANDS ORDERS

GRIMALDI FORUM

10, avenue Princesse Grace - BP 2000
MC 98001 Monaco Cedex

Berthe MOUTARD

Tel. : + 377 99 99 22 18

Fax : + 377 99 99 22 01

Email : bmoutard@grimaldiform.com



GENERAL INFORMATION

EXHIBITOR'S GUIDE | GRIMALDI FORUM MONACO



1.1 IMPORTANT DATES

03/10/2014

DEADLINE FOR:

- SECURITY FORM for raw space
- INFORMATION FORM AND ORDERS Grimaldi Forum

03/10/2014

DEADLINE FOR:

- PARKING FORM

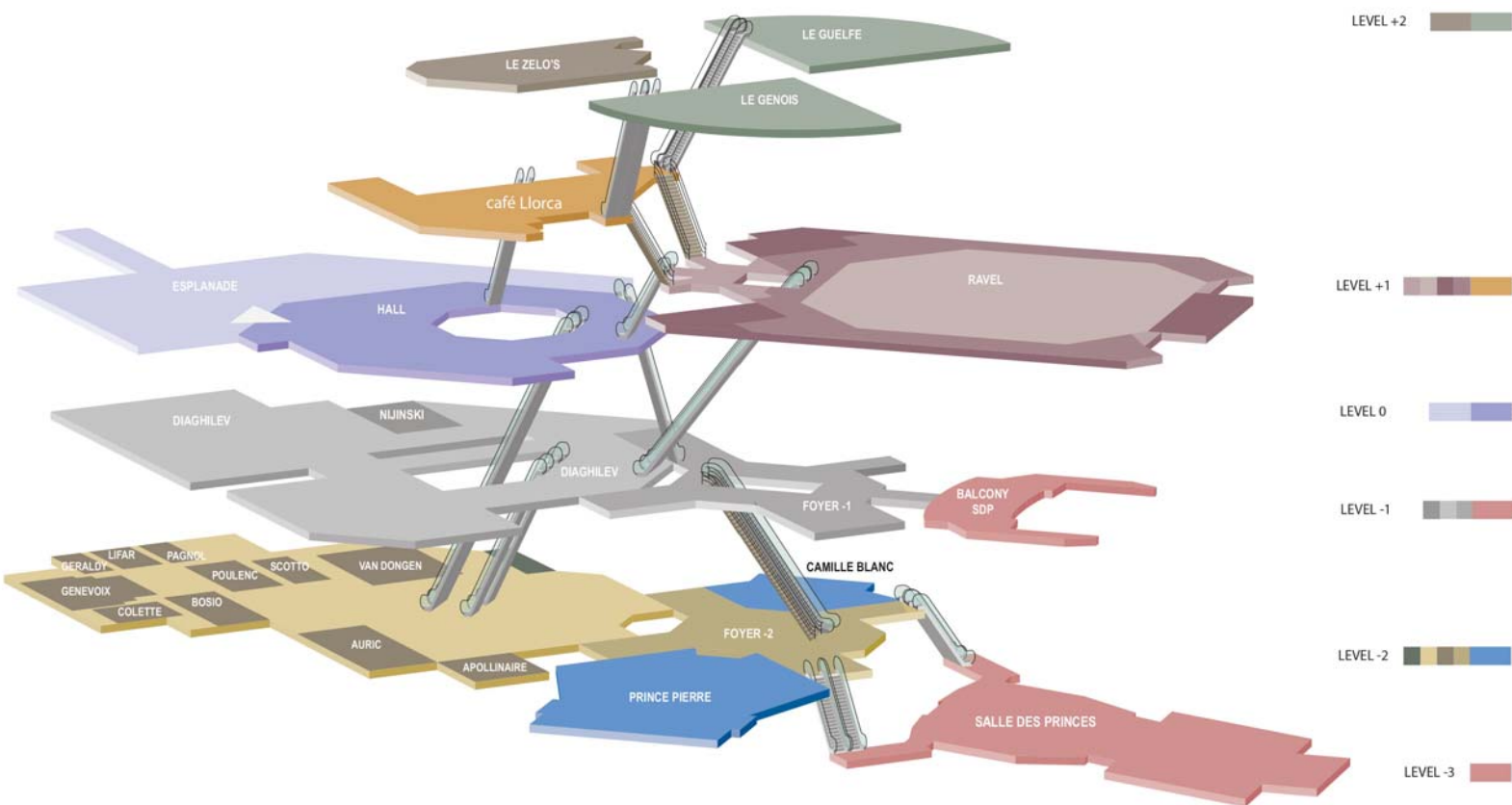
PLANNING	Date	Hours	Nature of work
Exhibitors' access	Sunday 2nd November	9.00 a.m. to 6.00 p.m.	Exhibitors' installation
Public opening	Monday 3rd November Tuesday 4th November Wednesday 5th November Thursday 6th November Friday 07th November	3.00 p.m. to 7.p.m. 8.30 a.m. to close of sessions 8.30 a.m. to close of sessions 8.30 a.m. to close of sessions 8.30 a.m. to 04.30 p.m.	
Exhibitors' departure & dismantling	Friday 07th November	04.30 p.m. to 08.00 p.m.	Exhibitors' departure

Exhibitors should remove their own structures, equipment and/or products before the end of the period reserved for moving-out and/or dismantling. Exceptionally, the periods of booth construction can be extended on payment of an additional fee by the exhibitor. If a prolongation has not been authorized, The Grimaldi Forum reserves the right to remove the exhibitor's property from the premises by any means and at the exhibitor's expenses and risks. This includes the non removal of the exhibitor's booth or it's elements such as the floor, carpet...

Any installation that would damage the general aspect of the Grimaldi Forum will be removed by the Grimaldi Forum, as well as any material or substance with unpleasant smell or any material or substance considered to be dangerous.

1.2 VENUE

The event will take place in Foyer, level -2 and Diaghilev level -1 of the Grimaldi Forum



1.3 INVENTORY OF FIXTURES - DAMAGE

An **inventory of the premises and/or equipment** is made **before exhibitors takes possession of them**, and **after they return them** at the end of the event. If the exhibitors are neither present or represented on the day and time fixed by the Grimaldi Forum for this inventory, only the inventory made by the Grimaldi Forum will be considered authentic.

All exhibitors are expressly advised that it is forbidden to fix or hang signs, banners, pictures, etc., on the walls with nails, glue, hooks, thumbtacks, etc., and they will be charged for any damage. Exhibitors will also be charged for any damage they may cause to the floors. Therefore, if there is any risk of damage, they must take all necessary steps (plastic sheeting, plywood board, etc...) to ensure the protection of the floors. Any damage found during this inventory will involve the responsibility of the exhibitors who will bear the cost of the repairs.

1.4 SIGNAGE

The posting of signs within the rented areas is subject to the **prior written agreement of the Grimaldi Forum**, and carried out by the Grimaldi Forum or under its control at the expense of the exhibitor.

1.5 DELIVERY PROCEDURES

Please use the label on next page

Receiving Parcels

Packages forwarded by the exhibitors before the opening of an exhibition can be accepted by the Grimaldi Forum in the available space limit only if :

- **Less than 8 days before the event**
- **Packages must be less than 1m³.**

All parcels are checked, signed are stored at our delivery bay located level -4, and will not be brought to one stand. It is the exhibitor's responsibility to carry his parcels to his stand. Trolleys are put at disposal to that end (expect different arrangements took by the organization).

Pick up

These packages must be sent back at the **latest within 48 hours after the end of the event**. You have to pick up the packages on the delivery area at level -4 and write clearly the carrier name, the delivery address. You have to call the forwarder (contact list agreed suppliers) or one of your choice.

TO REMEMBER:

DHL 0820 20 25 25 / UPS 0821 23 38 77 / FEDEX 0820 12 38 00

The Grimaldi Forum' responsibility can't be engaged on the disappearance or destruction of the packages left on the delivery area after the deadline.

**PLEASE PRINT LABEL
AND PASTE ON EACH PACKAGE**

Delivery Address:

GRIMALDI FORUM
10, avenue Princesse Grâce
MC 98000 Monaco

Important information:

Packages will be refused without these information

Event: _____

Stand Name: _____

Stand Number: _____

Company Name : _____

Onsite contact person : _____

Contact mobile phone : _____

1.6 CRATE STORAGE - WASTE REMOVAL

It must be noted that the Grimaldi Forum does not offer any premises for the storage of empty crates and packaging during the exhibition. They must therefore be **immediately removed as the installation progresses** and, if necessary, brought back during the dismantling.

This service can be arranged through the agreed forwarding agent of the Grimaldi Forum. Similarly, exhibitors will pay for any removal of waste packaging resulting from the exhibition's installation (crates, boxes...). Exhibitors may request that the Grimaldi Forum services place and remove waste containers at the exhibitors' expense.

1.7 CLEANING

The Grimaldi Forum provides cleaning services prior to the event's opening and following the dismantling and departure as well as daily cleaning of aisles and common areas in the exhibition areas.

The daily cleaning of the booth is to be paid by the exhibitors, unless otherwise stated by the Exhibition Organizer (See "GFM Order Forms - Cleaning").

At the end of the event, the exhibition area has to be cleared up and left clean.

The exhibitor must evacuate. Raw space must clear all the structures and materials including the carpet

The GF can provide the stand builders some waste containers (waste or wood...). Please ask for a quote.

All rubbish left on site by the exhibitor will be removed at the exhibitor's expense on presentation of a simple document written by the GF.

The exhibitor can show the technical assistant when leaving, that its space is perfectly cleared up.

1.8 SECURITY - ACCESS CONTROL

The Grimaldi Forum maintains 24 (twenty-four) hour security, seven days a week, with its own staff. Individual surveillance of the booth can be requested by the exhibitors, at their own expense (See "GFM Order Forms - Personnel").

An identification badge is required to enter the center. This badge is provided by the organizer who will provide the Grimaldi Forum with a sample of the badges prior to the event.

The Grimaldi Forum may refuse entry to or expel any person whose behavior or clothing is considered incompatible with the Center's image or who refuses to comply with the local safety rules.

1.9 INSURANCE

The exhibitors must obtain insurance to cover civil third party liability as well as liability towards the Grimaldi Forum, and for all the goods belonging to them or with which they have been entrusted. Written proof of such insurance must be supplied to the Grimaldi Forum before the opening of the exhibition. This insurance should include a waiver of recourse against the Grimaldi Forum and its insurers. The Grimaldi Forum shall not be held liable with regard to exhibitors and/or third parties.

1.10 TAXES AND DUTIES

The exhibitor will pay exactly the taxes, fees and contributions, as well as charges that he will have to pay to any person or organization through its participation in the exhibition. In accordance with European legislation, the Société Anonyme monégasque Grimaldi Forum invoice benefits duty-free to any company that is part of the European Union (excluding France and Monaco) having filled its intra-Community VAT number. Foreign exhibitors are not part of the European Union may request the refund of VAT using the services of a tax such as MATHEZ MONACO INTERNATIONAL representative. The Exhibitor must comply with the regulations of the literary and artistic property, conclude all the prior agreements with relevant organizations, in particular the society of authors, composers and publishers of music (S.A.C.E.M) and pay the duties and taxes that would be due to this organization.

To any questions please contact :

SACEM MONACO

Mme Roselyne CARLIER
Palais de la Scala
1 avenue Henry Dunant
Tel : +377 93 50 96 48

MATHEZ MONACO INTERNATIONAL

19, avenue des Castelans / Stade Louis II
98000 MONACO
Tel : +377 93 101 330
Fax : +377 93 101 331
E-mail : mco@mmci.mc

1.11 CUSTOMS

All customs procedures must be arranged through one of our agreed forwarding agents.
(details in chapter « Agreed suppliers »)

1.12 ANIMALS

Except with prior written authorisation, the introduction of animals into the Grimaldi Forum is forbidden.

1.13 CATERING

Catering in the Grimaldi Forum is provided exclusively by approved suppliers. Therefore, the entrance, bringing selling or distributing food or beverage is subject to written authorisation from the Grimaldi Forum prior to the event.

The Grimaldi Forum offers a « delivery to booth » service allowing exhibitors to order food or drinks. The Grimaldi Forum is at your disposal to provide quotes for any further requirements.

FAVI SUR
STAND

EXCLUSIF CONCESSIONARY

SARL FAVI TRAITEUR

«Le Continental»

Place des Moulins, MC 98000 MONACO

Tel : +377 99 99 29 29

Fax : +377 97 97 67 15

E-Mail : favitraitteur@somavi.fr

<http://livraisonsurstand.groupepavillon.fr>



THE GRIMALDI FORUM MONACO HAS DEVELOPED AN ECO-FRIENDLY POLICY AND PUT INTO PRACTICE AN **ENVIRONMENTAL PROGRAMME** IN COMPLIANCE WITH THE **ISO 14001** INTERNATIONAL STANDARD, OBTAINED IN OCTOBER 2008.

1.14

act Green



GRIMALDI FORUM MONACO

- ✓ **Our facilities were built and are continuously maintained with an eye on being green.**
Energy efficient systems, seawater used as a source of energy, on-site awareness campaign to influence people to Act Green...
- ✓ **In-house, the entire staff has confirmed its commitment to adopt an eco-friendly attitude in their daily professional activities by signing the “eco-responsibility charter”.**
A number of green practices have been implemented: use of recycled paper and recycling disposal bins, “buy green” policy, Energy Star computer equipment, recycling programmes for carpets and signage, reforestation community projects...
- ✓ Our partners and suppliers have all been informed of our eco-guidelines and have been invited to sign and respect a **“suppliers and subcontractors charter”**.

- ✓ To reduce in the most optimal manner possible the environmental impact of the exhibition and in the context of its overall approach linked to the sustainable development, the Grimaldi Forum you offers a new organisation of waste management and undertakes to use selected eco-labeled products and is involved on a daily basis in the selective sorting and recycling instructions:

During the stands set-up, the GFM put at disposal to the builders several kinds of containers to permit a recycling adapted for your waste: Boxes • glasses • wood • paper • non-recoverable materials (wastes, plastic, non-recyclable carpets...). The plan of their location is available on site.

Every evening during the exhibition, please leave your waste in the aisles separating bottles and boxes of other wastes.

The Grimaldi Forum can put at disposal big bins (waste or wood), subject to estimate, to leave the space cleaned.



Movement of all types of Heavy Goods Vehicles is prohibited everyday from 08:00 am to 09:00 am

2.1 ACCESS AND DELIVERY

Exhibitors and/or forwarders must respect

- regulations relating to goods transportation in Monaco.
- times when Heavy Goods Vehicles movements are prohibited :
- access and departure itineraries (attached in annex).
- Apart from these itineraries, movement of Heavy Goods Vehicles is prohibited in the Principality.

We strongly advise exhibitors and/or forwarders to use the services of the Grimaldi Forum approved suppliers for the transportation of their products on site.

2.2 WIDE LOADS ESCORT

On account of the nature of the road system in Monaco (bridges, tunnels, etc.), heavy goods vehicles must be escorted by the Police when vehicle dimensions exceed :

Length: 18 m 75 / Width: 2 m 60 / Height: 4 m 30

To request an escort, please fill in the attached form. The arrivals and departures must be programmed between 9 p.m to 7 p.m. If needed, you will find more informations on the following link:

<http://service-public-entreprises.gouv.mc/Transport/Transport-routier/Acces/Demander-une-autorisation-de-transport-exceptionnel>

We invite the exhibitors to forward their carriers all these information : Access conditions, trucks parking, wide load escort requests and access maps.

2.3 DELIVERY AREA

The access to the exhibition spaces in the Grimaldi Forum will be possible from :

- **Quai A** : The internal delivery area level -4 (maximum height : 4.10 m)
- **Quai B (G1)** : The external delivery area

Please note that parking on the Grimaldi Forum delivery areas is strictly forbidden (delivery only).

A 20 minutes time slot for load in or out is allowed at no charge. If necessary, this free access can be extended to a 2 hours duration. In that case, a ticket would be given to the driver. After this free period, the rate applied is 20.00€ per hour (as per current rates January 1st 2014)



In any case, please fill in the form « **LOAD IN / LOAD OUT** » in the chapter « ORDER FORMS »

2.4 TRUCKS PARKING

Preferential rates authorization can be granted for parking, but this will be subject to parking availability (in one of the Principality parking). «The parking request» form SHOULD BE fully filled in and returned to our department at least 15 days before the truck arrival.

The preferential rate, from the 1st January 2014 is **2€ per hour for the 12 first hours, then 3€ per hour.**

Upon receipt of the request and in case of parking availability, the truck will be allowed to park. the driver will have to ask a Grimaldi Forum security guard for a parking preferential rate ticket before leaving the truck parking.

2.5 CARS PARKING Less than 2,10 meters high

A special daily rate of **10€ for the exhibition participants** is subject to parking spaces availability:

GRIMALDI FORUM PUBLIC PARKING

4, avenue Princesse Grâce

LARVOTTO PUBLIC PARKING

Avenue Princesse Grâce (in front of the beach)

LOUIS II PUBLIC PARKING

Boulevard Louis II (in front of the Auditorium Rainier III)

TESTIMONIO PUBLIC PARKING

Avenue Princesse Grâce (in front of the Meridien Hôtel)



This preferential rate will be applied on **presentation of a voucher** which exhibitors can obtain from the organizer (1 voucher per way out). The corresponding fees will be payable by each exhibitor to the parking's automatic toll machine. Drivers should insert their entry ticket and then the voucher.

For further information, do not hesitate to contact our services at the following numbers:

Tel. : + 377 99 99 22 00 / Fax : + 377 99 99 22 01

FORMS



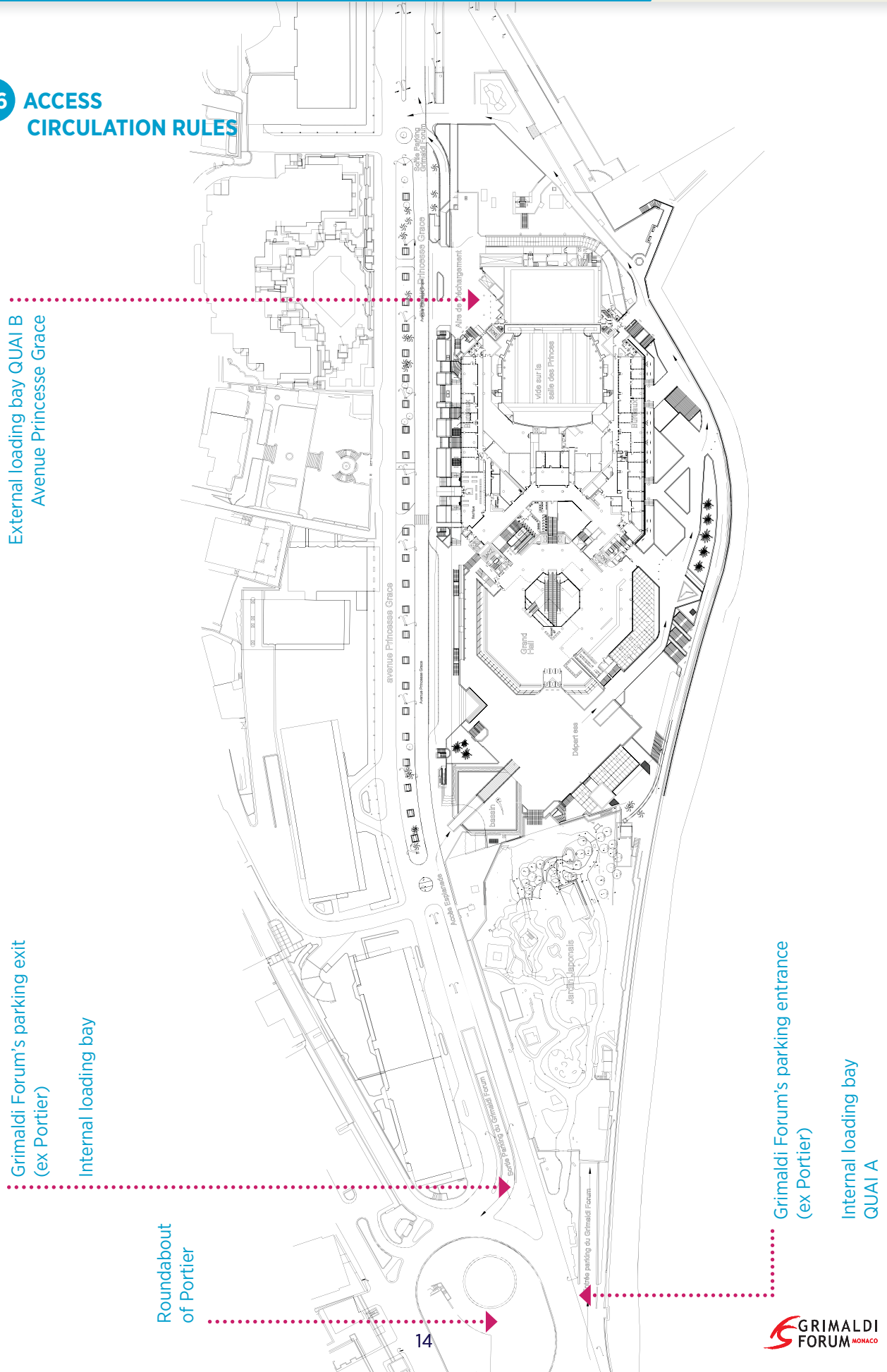
You have to ask an authorization with the form « **PARKING REQUEST OF PREFERENTIAL RATES** » in the chapter « ORDER FORMS » Please return it to our department **at least 15 days before the truck arrival.**

TRANSPORTATION AND PARKING

EXHIBITOR'S GUIDE | GRIMALDI FORUM MONACO



2.6 ACCESS CIRCULATION RULES



External loading bay QUAI B
Avenue Princesse Grace

Grimaldi Forum's parking exit
(ex Portier)

Internal loading bay

Roundabout
of Portier

Grimaldi Forum's parking entrance
(ex Portier)

Internal loading bay
QUAI A

TRANSPORTATION AND PARKING

EXHIBITOR'S GUIDE | GRIMALDI FORUM MONACO



GRIMALDI FORUM MONACO

Map relative to good transportation



PRINCIPAUTE DE MONACO
DEPARTEMENT DE L'EQUIPEMENT,
DE L'ENVIRONNEMENT
ET DE L'URBANISME

> 18,75m <

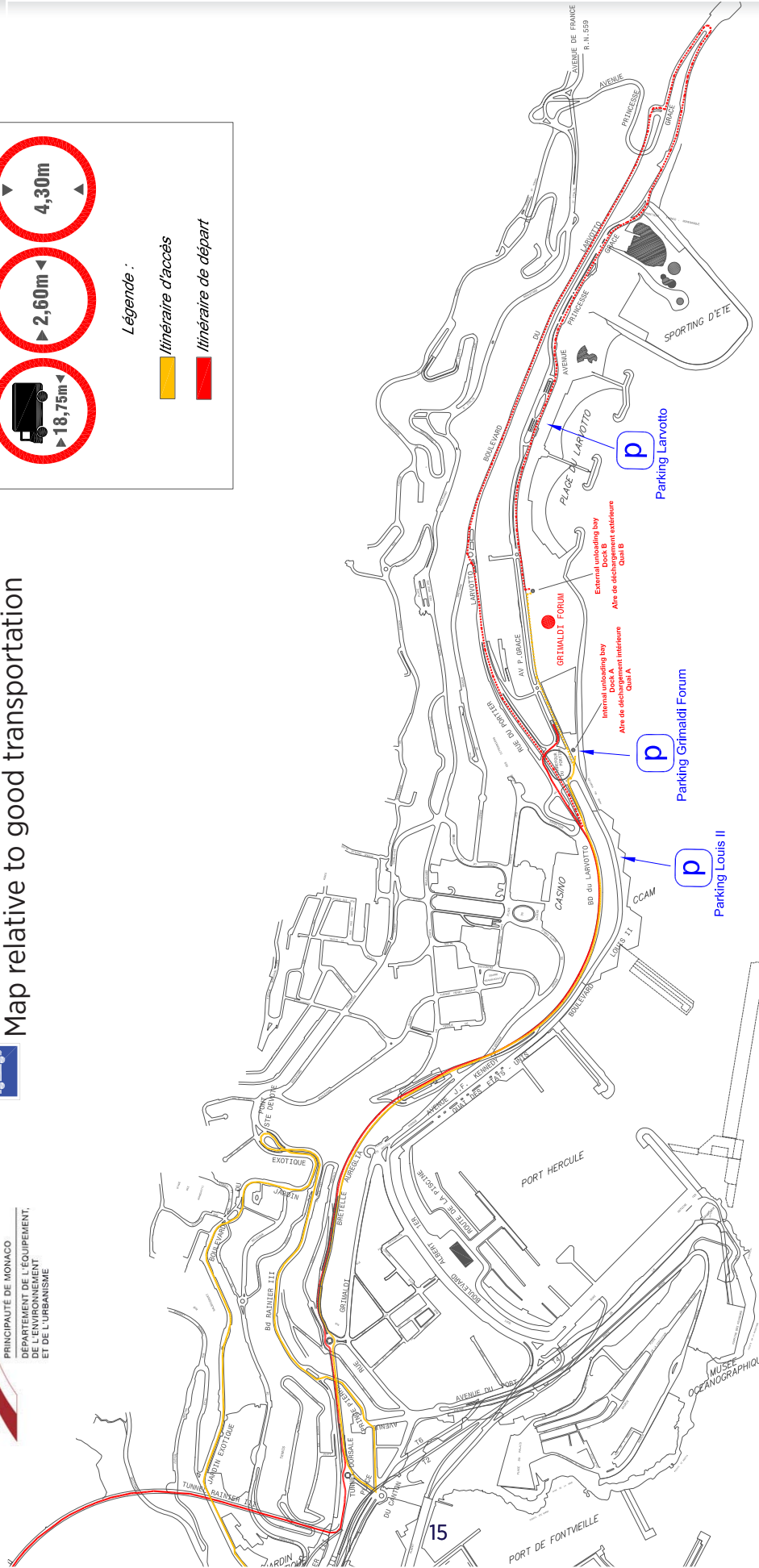
> 2,60m <

4,30m

Légende :

Itinéraire d'accès

Itinéraire de départ



Movement of all types of Heavy Goods Vehicles is prohibited everyday from 08:00 am to 09:00 am

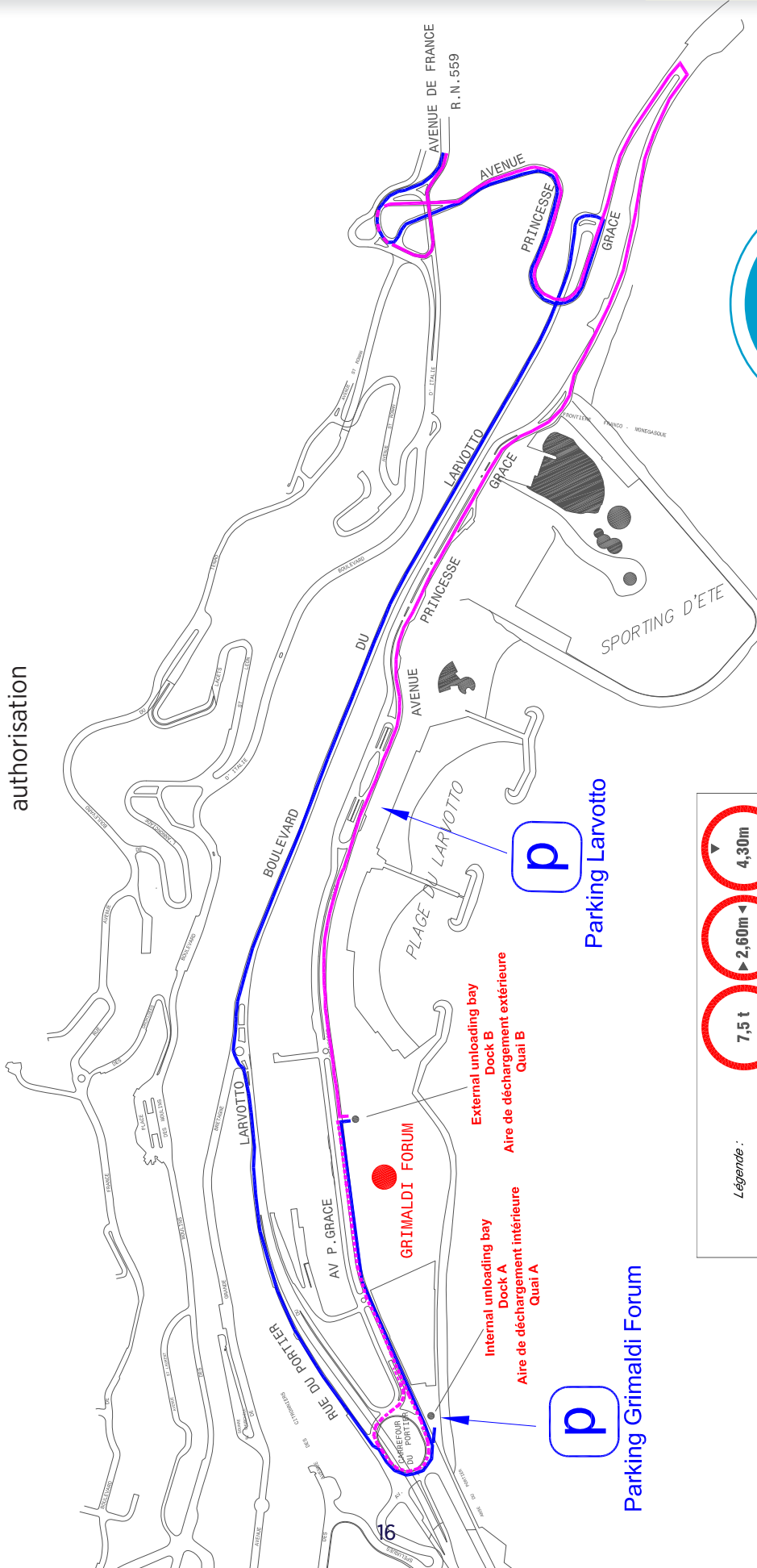
TRANSPORTATION AND PARKING

EXHIBITOR'S GUIDE | GRIMALDI FORUM MONACO



GRIMALDI FORUM MONACO

Map relative to good transportation with vehicles up to 7.5 T to or from Italy. Possibility of higher tonnage with special authorisation



Movement of all types of Heavy Goods Vehicles is prohibited everyday from 08:00 am to 09:00 am

Légende :

	linéaire d'accès depuis l'Italie		4,30m
	linéaire de départ vers l'Italie		3,80m
	7,5 t		2,60m
	7,5 t		2,60m



Parking Grimaldi Forum



Parking Larvotto

3.1 GOODS LIFT

The dimensions of the service lifts available in the exhibition halls are as follows :

PLANNING	MC 1	MC 2	MC 4	MC 6	MC 8
Live loads (Tons)	4.50	4.80	4.125	2.50	4.25
Cab Dimension (meters)					
Width *	2.00	2.00	2.00	1.80	2.00
Depth	4.10	4.30	3.90	4.00	3.80
Height	2.20	2.20	2.20	3.60	3.60
Clear Passageway (meters)					
Width	1.60	1.60	2.00	1.60	2.00
Height	2.10	2.10	2.10	3.50	3.50
Halls Served					
Level 2	Génois	Guelfe	/	/	/
Level 1	Ravel	Ravel	Ravel	/	Ravel
Level 0	Welcome Hall	/	Outdoor Delivery bay	/	Outdoor Delivery bay
Level -1	Diaghilev East	Diaghilev North / East	/	Diaghilev South & Parking	/
Level -2	Upper Lobby Breakout rooms	Upper Lobby Breakout rooms	/	Breakout rooms	/
Level -4	Indoor Delivery Bay	Indoor Delivery Bay	/	/	/

*Note : Dimensions do not include hand rails

The use of the exhibitor's own trucks or lifting machinery is subject to written authorization prior to the event.

3.2 LOAD CAPACITY

Permitted weight limits for loads at floor level in the main exhibitions areas are as follows :

Espace Diaghilev (Mezzanine) - Upper level	500 kg per sq.m.
Espace Diaghilev (Mezzanine) - Lower level	500 kg per sq.m.
Espace Le Guelfe et Le Génois (2 nd floor)	400 kg per sq.m.
Espace Ravel (1 st floor)	1 000 kg per sq.m.
Espace Room Foyer (lower ground floor)	500 kg per sq.m.
Espace Esplanade	1 000 kg per sq.m.

These load restrictions are not only valid for the installation of exhibits but also for their transportation within the Grimaldi Forum.

3.3 CEILING HEIGHT

The clear ceiling heights vary in the exhibition areas. If necessary, the exhibitor can contact the Events Department to obtain full information concerning this, depending on the booth location.

3.4 WATER CONNECTION

All requests for water connection will be reviewed by the Events Department and, if approved, a price quotation will be sent to the client.

3.5 SAFETY RULES

A/ CHIEF FIRE SAFETY OFFICER

Booth designed and fitted by exhibitors must comply with :

- the safety rules covering fire and panic risks in buildings open to the public (in the absence of specific Monegasque regulations, French law will apply).

- the instruction given by the Chief Fire Safety Officer appointed for the Exhibition :

GRIMALDI FORUM
FIRE SAFETY DEPARTMENT
Tel : +377 99 99 22 00
Fax : +377 99 99 22 01

Exhibitors must submit their booth project to the Chief Fire Safety Officer at least two months before the opening of the show.

For booths not fitted by the Grimaldi Forum the file must contain :

- Drawings

- **SAFETY QUESTIONNAIRE** (see specific form hereafter) in the section « ORDER FORMS »
- All the certificates concerning material fire rating and issued by an approved French Laboratory with calculation and details concerning roof, wall clothing...
- **Electrical installation** description
- Declaration form for « **ORDER OF DESCRIPTION OF EQUIPMENT OR MACHINERY DISPLAY IN OPERATION** » in the section « ORDER FORMS »
- Applications for **authorization** to use appliances generating an open flame, heat engines or combustion engines, smoke generator, butane or propane gas, dangerous gas (Acetylene, oxygen, hydrogen...), radioactive substance, X-rays, lasers

If necessary the booth project will be modified according to the Chief Fire Safety Officer's requirements.

The declaration form for electricity supply not installed by the Grimaldi Forum must be approved by our Chief Fire Safety Officer at **least the day before the Safety Committee's inspection.**

B/ MATERIALS RATING

The materials used in booth construction must be in conformity with the fire ratings indicated in the safety questionnaire.

These ratings will be justified by valid certificates issued by agreed laboratories. The certificate issued must correspond to the combination of structure / adhesive / wall covering actually used in the booth. French fire regulations and materials ratings are the only ones applicable:

French fire ratings are as follows :

MO = Fireproof materials

M1 = Non flammable materials

M2 = Low flammability materials

M3 = Medium flammability materials

M4 = Flammable materials

C/ SIGNS

The combination of white lettering on a green background is reserved for general safety signs only. It is strictly forbidden to use these colours for signs above the booth.

D/ FLOORS

A booth equipped with a technical floor higher than 2cm, on which visitors are permitted, must include an access ramp. This ramp will have a width of 0.80m and a slope of 2% to 8%, and must be integrated into the booth design; it must not extend beyond the allocated floor space.

E/ SIGNPOSTING AND ACCESS TO FIRE SAFETY EQUIPMENT

The layout of the booth must not hide the general safety signals indicating the location of exits and emergency exits. Fire fighting and emergency equipment must not be hidden or obstructed. This includes fire extinguishers, fire hose cabinets, glass breaking instruments and emergency wall phones.

F/ ELECTRICAL EQUIPMENT ON BOOTH



All electrical equipment on booth must be installed by professionals or people who have a perfect knowledge of the safety rules concerning them. The exhibitor is responsible for electrical equipment from the supply box provided on the booth. The exhibitor must complete and submit the certificate of conformity (according to Monegasque and French standards) for the electrical display. The supply box on the booth must not be accessible to the public, but easily accessible at any time for internal staff.

Electrical power will be turned on during event opening hours only. Exhibitors requiring a 24 hour supply should contact the Operations Department (see order form - Electricity supply). Any installations which do not comply with the regulations will not be supplied with electricity.



- Any modifications of the technical specifications in the supply box (location, switches, fuses,...)
- Cables including conductors with a cross-sectional area less than 1,5 mm², at least for power points
- Cables insulated for a voltage below 500 V cable H03VH-H (scindex)
- Splices in cables
- Connections not protected by «plexo»-type junction boxes
- Two-pole 6A multiple sockets and adaptors.
- Unsecured sockets.
- Discharge lamps which are not in accordance with NFC 15 150 standards



- There must be permanent access to the supply box (No access to the public) If the supply box is in a locked area, power must be turned off when the booth is not manned.
- Class 1 equipment  must have an earth connection.
- Halogen lamps must be at a minimum height of 2.25 m, securely fixed, far from any flammable materials, equipped with a safety shield made of glass or similar (wire netting is no longer allowed)
- Class 2 (two) equipment, double insulation, symbol 
- Illuminating garlands must have C2 (two)-rated cables and sockets fixed to the power leads

RECOMMENDED OR AUTHORIZED:

- Three-pin multiple sockets and adaptors 10A/16A

G/ COMBUSTIBLE MATERIALS

- It is strictly forbidden to store wood, paper, straw, cardboard and packaging materials which are a fire hazard in the exhibition areas, the booths, the areas behind them and the cabins.
- The use of gas and flammable liquids is absolutely forbidden inside the Grimaldi Forum.

H/ PROTECTION OF THE PUBLIC

The exhibitor agrees to make the staff, acting directly or indirectly on its behalf at the Grimaldi Forum, respect all the safety regulations and wear all compulsory individual protection equipment.
Failing to respect these safety instructions entails the exhibitor's liability.
The Grimaldi Forum reserves the right to intervene and halt work deemed dangerous.

I/ PROTECTION OF THE PUBLIC

Exhibitors are fully responsible for all displays and demonstrations they hold. Machines with moving parts, hot surfaces, points or sharp edges, must either be fitted with appropriately anchored screens or casings, or, set back at least one meter from the aisles. When these machines are on display, an area must be cordoned off around them so that all dangerous parts are out of reach of the public.
If machines with hydraulic jacks are displayed with the jack fully extended, a mechanical device must be fitted in addition to the hydraulic safety devices on the jack, to prevent accidental collapse. All machines must be stabilized to prevent them from overturning.

J/ SAFETY COMMITTEE

All booths must be finished before the Committee's inspection visit the day before, or the morning of the event's opening. The exhibitors or their qualified representative must be present at their booth during this inspection and must be able to supply all information and certificates concerning equipment and materials used.
The decisions taken by the administrative authority, on the recommendation of the Committee following its inspection visit, can go as far as a ban on the use of the booth, and must be carried out immediately.
The Grimaldi Forum and the organizer refuse to accept any responsibility if the Safety Committee decides to close a booth because the exhibitor has not respected the safety rules.

FORMS



Please fill in and send us the order form « **SECURITY** » in the chapter « ORDER FORMS » whose return is **COMPULSORY** for the booth opening

MODULAR BOOTH GF DESCRIPTION - 6-9-12-17-18 SQM

- Panels with melamine coating on 2 ou 3 sides (colour : white)
2.5 m high
- Anodized aluminium sections
- Double anodized aluminium bar as front structure
- Stand facade : 1 oval post in anodized aluminium
- Recyclable carpet (colour: blue)
- One makrolon fascia sign
- One electricity supply with one single phase earthed 1000W-220V for 6sqm module and one electricity supply with one single phase earthed 1000W-220V per 9 sqm
- 1 spotlight of 75W per 3 sqm
- 1 table + 3 chairs
- 1 litterature rack
- 1 welcome desk with name of company + n° of stand
- 1 paper bin

Fixing on the melamine board with nails, pins, staples, adhesives etc... is forbidden. It is recommended that a system of hooks and chains has to be used. All additional facilities which are not mentioned above, or other booth



6 sqm



9 sqm



12 sqm



18 sqm

<p>For additional equipment of the previous pages refer to the GFM catalogue</p>	<ul style="list-style-type: none"> * Rental of Materials : Decoration * Booth Sign * Audiovisual Equipment * Internet Connection * Telephone Connection 	<ul style="list-style-type: none"> * Electricity Supply * Electrical Fittings * Stand Cleaning * Personnel * Hostesses
----------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>For all other service, please contact our agreed suppliers. List and order forms at the end of the guide</p>	<ul style="list-style-type: none"> * Catering on stand (exclusive supplier) * Computer Equipment * Floral decoration * Forwarding agent On site Lifting 	<ul style="list-style-type: none"> * Hiring of furniture * Flowers Rental * Plants Rental * VAT Refund
--------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------

A penalty fee (20%) will be added to the cost of the orders if the stated deadline is not respected.

Any order will be registered only on receipt of the complete payment made by bank cheque, credit card or bank transfer for the supplies, including the eventual additional charge plus taxes.

CATALOGUE

EXHIBITOR'S GUIDE | GRIMALDI FORUM MONACO



■ SIGN

Only for the booth built by the Grimaldi Forum in addition of basic equipment

Set up, fitting and removal

- **Mackrolon sign**
(number & name of the stand) - 150 cm
20 letters maximum with a translucent font
Hiring, fitting and dismantling

26,50 € without taxes
unit

Please precise on the order form:

- Sign text
After deadline the sign will be made automatically with the Company Name



- **Extra cost for logo on sign**
Substituting the name with
the Company logo

55,50 € without taxes
unit

*Please provide a file :
jpeg 300 dpi (high definition)*



■ PARTITIONING

Only for the booth built by the Grimaldi Forum in addition of basic equipment

- **Melamine-coated panels** with aluminium frame
1 m wide x 2,5m high (details upon request)

■ **36,00 € without taxes**
1m



- **Lockable door**
Aluminium frame
1m wide x 2,5m high

■ **103,50 € without taxes**
unit



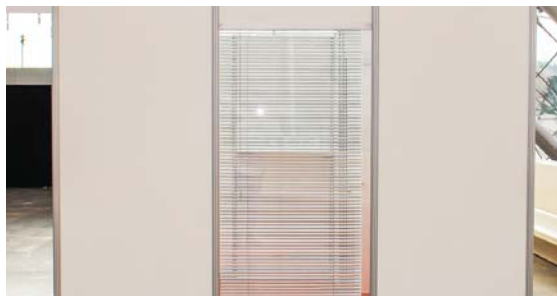
- **Glass partition**
With hard top and bottom around 20cm
(details upon request)

■ **74,50 € without taxes**
1m



- **Aluminium venetian blinds**
1 m wide x 2,5m high

■ **60,00 € without taxes**
unit



- **Shelves**
1m x 0,30m

■ **28,00 € without taxes**
1m



Please indicate on the order form (order form « design of stand ») :

- the position of the panels, doors and shelves (including the high)



■ PERSONALIZED BOOTH

No contractual photos

- **Banner stretched on frame**

Digital printing on a PVC banner stretched over a wooden frame inserted inside the booth structure and covering the aluminium poles

88,00 € without taxes

m²



Please contact GFM (Main contact on page 5) for all details concerning exact sizes and type of files to provide (High definition and before deadline specified on the order form)

■ CLEANING

DURING THE SHOW

Daily cleaning off booths (for all stands from the 2nd day)

- Vacuum carpets or floor cleaning
- Emptying and replacement of rubbish bags
- Dusting of clear horizontal and vertical surfaces (head height)
- Removing of fingerprints on objects and mirrors

0,79 € without taxes
sqm

* The Grimaldi Forum undertakes to use of **products eco-labeled** selected

* The Grimaldi Forum has set up a selective sorting of waste at all stages of its activity. By ordering a sorting rubbish bin, you agree to respect this approach by recycling your waste according our customs.

* During the stands set-up, the GFM put at disposal to the builders **several kinds of containers** to permit a recycling adapted for your waste: Boxes • glasses • wood • paper • non-recoverable materials (wastes, plastic, non-recyclable carpets...). The plan of their location is available on site.

* **Every evening** during the exhibition, **please leave your waste in the aisles** separating bottles and boxes of other wastes.

* At the end of the event, **the space must be returned cleaned of all waste**. It belongs to the exhibitor for the evacuation of waste and in case of raw space, all elements of the stand including carpet. The Grimaldi Forum can put at disposal **big bins (waste or wood)**, subject to estimate, to leave the space cleaned.

Wastes left in place will be charged to the exhibitor on simple presentation of a unilateral statement by the Grimaldi Forum. When you leave, you can ask to make a declaration by the technical assistant that you leave your stand cleaned of all waste.



■ TELEPHONY



- **IP phone line** including phone set and free calls up to 45€ (exc. Tax)

156,00 € without taxes
Event package



- **Analog line without phone set** including 45€ (exc. Tax) of telephone consumptions for fax or credit cards

138,00 € without taxes
Event package

- Advance on usage

155,00 € without taxes
Event package

- **ISDN Access** - (2x64 Kb/s) an ISDN modem is required
In case of loss, 236€ VAT excl will be charged

215,00 € without taxes
Event package



*These lines are connected to the Grimaldi Forum switchboard.
They may be unsuitable for computer equipment. Please contact our exhibitors office for any further details.
All additional call will be charged at the Monaco Telecom rates plus 40%*

■ ETHERNET LINE



Ethernet line with Internet access without a guaranteed bandwidth

190,00 € without taxes
Event package

		5 DAYS PACKAGE
Ethernet line (1Gb/s) with Internet access (with bit rate)	1Mb	without taxes 615,00 €
	2Mb	852,00 €
	3Mb	1 083,00 €
	4Mb	1 310,00 €

Real / fix IP address (for guaranteed bandwidth only)

95,00 € without taxes
Event package

Ethernet line (1Gb/s) full duplex for additional post

80,00 € without taxes
Event package

- * Setting and technical assistance during the event includes:
- * The rate is guaranteed until the Grimaldi Forum provides RJ 45 socket.
- * In case you need to configure your machines, the hourly rate for a technician will be 110€ (exc. Tax).
- * Beyond 4Mb or to create a wired ou wireless networks, please contact us.

■ ELECTRICAL BOX

You have a booth supplied by the organization and equipped with an electrical box, you can increase the basic power with additional KWs of additional KW.

- **Additional electrical supply**

35,00 € without taxes

Event package indivisible 2KW

OTHER ELECTRICITY REQUESTS ON ESTIMATE

Purchase of accessories possible on site only:

- **Extension leads** | 12.00€ to 16.00€ (VAT incl)
- **Universal adaptators** | 12.00€ (VAT incl)
- **Multi plugs** | 12.00€ (VAT incl)
- **Telephone extension** | 15.00€ (VAT incl)
RJ 11 - RJ 45

To help you to determine the power required:

Coffee maker	1,5 KW
Refrigerator	0,2 KW
Computer	0,2 KW
Printer	0,2 KW
Rail of 3 spotlights	0,3 KW
Hairdryer	2,0 KW

GENERAL NOTE

- * The electrical box will be located on your booth according the stand diagram. All site modification will be a minimum charged of 50€ (exc tax).
 - * Each box can supply one stand only.
 - * Power boxes is under the responsibility of the Grimaldi Forum. For safety reasons, it's strictly forbidden to modify the connections on the boxes.
 - * Downstream of the electrical box, special facilities will be carried out under the responsibility of the exhibitor or the company of this choice.
 - * The equipment installed remains the property of the Grimaldi Forum.
- In case of damage or theft, the price of the box will be charged 2 times the rental price.

ELECTRICAL INSTALLATION

You have a booth supplied by the organization and equipped with a rail of 3 spotlights included, you can add more...

- **Installation of a plug according to a plan 10/16 staff included**

46,00 € without taxes
Event package

*The electrical equipment will be located on your booth according to the stand diagram.
All site modification will be a minimum charged of 50€ (exc tax).*

- **Rail of 3 spotlights (Gabbiano) 75 w**
Colors: white, black, grey
*Please, write the color on the order form
To be confirmed depending on the stock.*

73,50 € without taxes
Event package



- **Additional spotlight (Gabbiano) 75 w**
Colors: white, black, grey
Please, write the color on the order form

24,00 € without taxes
Event package



- **Halogen spot on arm 50W**

59,00 € without taxes
unit



- **Halogen spot 230W with or without shutter**

58,00 € without taxes
unit



Please ensure that you order the correct power supply

■ AUDIOVISUAL

Rates include delivery and set up the day before show opening, technical assistance on site and dismantle.

No special set up, on wall etc...

Rates include damage insurance but Insurance in case of theft is at the client's expense. Equipment subject to availability



SCREENS delivered with a desk support		5 DAYS PACKAGE
	/ LED 24"	without taxes 315,00 €
	/ LED 26"	345,00 €
	/ LED 32"	515,00 €
Rental monitor FULL HD (sound included)	/ LED 40"	695,00 €
	/ LED 46"	905,00 €
	/ LED 55"	1350,00 €
	/ LED 60"	1920,00 €
	/ LED 65"	2010,00 €
	/ LED 75"	2730,00 €
Only in addition to the rental of a screen		
DVD Player		177,00 €
Blu Ray player		177,00 €
Provision of a bouquet TV (2 TV channels)		250,00 €
Design support stand for screens 24" to 55"		285,00 €
Design support stand for screens from 60" au 75"		375,00 €

Please specify in the order form if you are connected to :

- PC VGA
- PC DVI - HDMI
- DVD
- Blu Ray player
- USB key

These rates apply for daily hours from 7 am to 9 pm.
For any other timing and or bank holidays, please contact us.

■ HOSTESSES

Bilingual hostesses on stand

Independently of the way your products are presented, maximize the potential of your team. Welcome your guests with a smile, be helped for the first contacts or the distribution of your documentation ...

Day Time service (8 hours)
For ex : from 10 to 13 and from 14 to 18
with one hour break and lunch provisions

■ **255,00 € without taxes** per day

Half Day service (4 hours minimum)

■ **152,50 € without taxes** per 4 hours service

Additional hour during the day

■ **32,00 € without taxes** per hour



Our department is at your disposal for any particular request : multilingual, particular languages, model... Please contact our technical assistant.

Please mention

on the order form :

- dates and timings
 - mission and task
 - languages
 - the clothes
- (available uniforms on request)
- contact name during the event

These rates apply for daily hours from 7 am to 9 pm.
For any other timing and of for bank holidays, please contact us.

■ WAREHOUSEMAN



Warehouseman

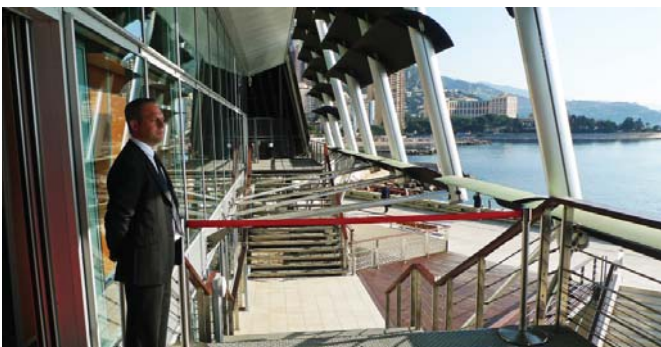
Strengthen and complete your team receiving the help for the set-up of your booth or for any other mission.

Please contact the GF to book qualified personnel, with trolleys, tools

Half Day service (4 hours minimum) | **125,00 € without taxes** per 4 hours service

Additional hour during the day | **31,25 € without taxes** per hour

■ SECURITY



Security guard on stand

The supervision of the GF is insured 24h / 24h and 7 days a week,
Please order a security agent dedicated to the supervision of your stand and of your products.

Half Day service (4 hours minimum) | **104,00 € without taxes** per 4 hours service

Additional hour during the day | **26,00 € without taxes** per hour

Please mention on the order form :

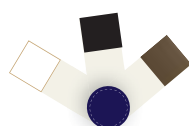
- dates and timing
- mission and task

■ **FURNITURE**



SET JULIA 254€ taxes excluded

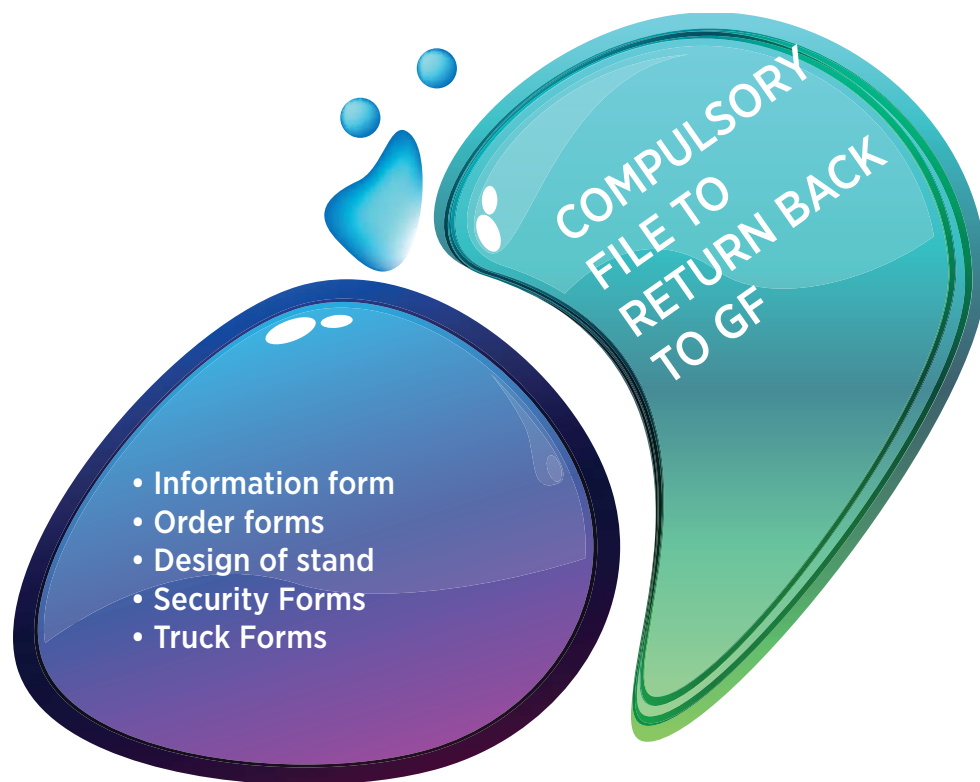
SET DYNA 289€ taxes excluded



SET BUNNY 138€ taxes excluded

ORDER FORMS

EXHIBITOR'S GUIDE | GRIMALDI FORUM MONACO



- Information form
- Order forms
- Design of stand
- Security Forms
- Truck Forms

COMPULSORY
FILE TO
RETURN BACK
TO GF

INFORMATION FORM



Please note, even if you don't order other services all exhibitors must complete and return, page 1 of this form and stand diagram to the following address before the deadline.

GRIMALDI FORUM
 10, avenue Princesse Grâce
 MC 98000 Monaco

 Berthe MOUTARD
 bmoutard@grimaldiforum.com
 Fax : +377 99.99.22.01

CONTACT

Company name:
 Stand n°:

Deadline

03/10/2014

20% surcharge after this date

- Person in charge of the booth on site

Name : Company :
 Cell phone: E-mail :

BILLING INFORMATIONS

Company name :
 Address:
 Postcode : City : Country :
 VAT Number (European companies only) :

INSURANCE INFORMATION

THANKS TO JOIN THE COPY OF YOUR INSURANCE CERTIFICATE

STAND TYPE USED

We booked a booth of sqm

INFO FOR MAKROLON SIGN Please write here your company name (20 letters max)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

INFO FOR WELCOME DESK:

Yes, I was an exhibitor last year and I authorize INTERPOL to use the same logo as last year.

No, I was not an exhibitor last year, or I do not wish to use the same logo, and I have attached a high quality .JPEG or .GIF file to be used.

INFO FOR FURNITURE:

I need all the furniture package
OR

<input type="checkbox"/> I need ONLY	- furniture set (1 table and 3 chairs) - Welcome desk - Litterature rack - paper bin	Yes---No Yes---No Yes---No Yes---No
--------------------------------------	-----------------------------------------------------------------------------------------------	----------------------------------------------

ORDER FORMS

EXHIBITOR'S GUIDE | GRIMALDI FORUM MONACO



MONACO 2014
83th GENERAL ASSEMBLY

ORDER FORM

	Time	Number	Unit Price without taxes	Total without taxes
SIGN				
Mackrolon sign (number & name of the stand)	Event package		unit(s)	26,50 €
Extra cost for logo on sign	Event package		unit(s)	55,50 €
PARTITIONING				
Melamine coated partition	Event package		LM	36,00 €
Lockable door	Event package		unit(s)	103,50 €
Glass partition	Event package		LM	74,50 €
Aluminium blind on glass partition	Event package		unit(s)	60,00 €
Shelves (1m x 0,30m)	Event package		LM	28,00 €
BOOTH PERSONALIZED				
Banner stretched on frame	Event package		sqm	88,00 €
HOSTESSES				
Bilingual hostesses on stand				
Day time service 8 hours		day(s)	Hostess(es)	255,00 €
4 hours service		service(s)	Hostess(es)	152,50 €
Additional hour		hour(s)	Hostess(es)	32,00 €
FURNITURE				
Set Julia White color	Event package		Unit (s)	254,00 €
Set Julia Black color	Event package		Unit (s)	254,00 €
Set Dyna	Event package		Unit (s)	289,00 €
Set Bunny White color	Event package		Unit (s)	138,00 €
Set Bunny Black color	Event package		Unit (s)	138,00 €
Set Bunny Brown color	Event package		Unit (s)	138,00 €

ORDER FORM	Time	Number	Unit Price without taxes	Total without taxes
WAREHOUSEMAN				
Warehouseman				
4 hours service	service(s)	warehouseman	125,00 €	
Additional day hour	hour(s)	warehouseman	31,25 €	
GUARD(S)				
Security guard				
4 hours service	service(s)	guard (s)	104,00 €	
Additional day hour	hour(s)	guard (s)	26,00 €	
CLEANING				
Daily cleaning of the booth the 4th-5th-6th-7th November	4 day(s)	sqm	3,04 €	
TELEPHONY				
IP telephonic line including phone set and free calls up to 45€ (exc.tax)	Event package	unit(s)	156,00 €	
Analog line without telephone set including 45€ without taxes of telephone consumption for fax or CB	Event package	unit(s)	138,00 €	
Advance on usage	Event package	unit(s)	155,00 €	
ISDN access 2 x 64kb/s	Event package	unit(s)	215,00 €	
ETHERNET LINE				
Ethernet line with Internet access without a guaranteed bandwidth	Event package	unit(s)	190,00 €	
Ethernet line (1Gb/s) with Internet access 1Mb/s	5 days package	unit(s)	615,00 €	
Ethernet line (1Gb/s) with Internet access 2Mb/s	5 days package	unit(s)	852,00 €	
Ethernet line (1Gb/s) with Internet access 3Mb/s	5 days package	unit(s)	1 083,00 €	
Ethernet line (1Gb/s) with Internet access 4Mb/s	5 days package	unit(s)	1 310,00 €	
Ethernet line (100Mb/s) full duplex for additional post	Event package	unit(s)	80,00 €	
Real / IP address (for guaranteed bandwidth only)	Event package	unit(s)	95,00 €	

ORDER FORM	Time	Number	Unit Price without taxes	Total without taxes
AUDIOVISUAL				
LED Screen 24", Full HD (sound included)	5 days package	unit(s)	315,00 €	
LED Screen 26", Full HD (sound included)	5 days package	unit(s)	345,00 €	
LED Screen 32", Full HD (sound included)	5 days package	unit(s)	515,00 €	
LED Screen 40", Full HD (sound included)	5 days package	unit(s)	695,00 €	
LED Screen 46", Full HD (sound included)	5 days package	unit(s)	905,00 €	
LED Screen 55", Full HD (sound included)	5 days package	unit(s)	1 350,00 €	
LED Screen 60", Full HD (sound included)	5 days package	unit(s)	1 920,00 €	
LED Screen 65", Full HD (sound included)	5 days package	unit(s)	2 010,00 €	
LED Screen 75", Full HD (sound included)	5 days package	unit(s)	2 730,00 €	
DVD Player	5 days package	unit(s)	177,00 €	
Blu Ray player	5 days package	unit(s)	177,00 €	
Provision of a bouquet TV (2 TV channels)	Event package	unit(s)	250,00 €	
Hiring of stand screens 32 au 55"	5 days package	unit(s)	285,00 €	
Hiring of stand screens 60 au 75"	5 days package	unit(s)	375,00 €	

ORDER FORM	Time	Number		Unit Price without taxes	Total without taxes
ELECTRICAL BOX					
Additional power supply Other electricity requests on estimate	Event package		unit(s)	35,00 €	
ELECTRICAL INSTALLATION					
Installation of an electrical plug according to a plan staff included	Event package		unit(s)	46,00 €	
Rail of 3 spotlights Gabbiano 75w	Event package		unit(s)	73,50 €	
Additional spotlight Gabbiano 75w	Event package		unit(s)	24,00 €	
Spot on arm 50W	Event package		unit(s)	59,00 €	
Halogen sport 230w with or without shutter	Event package		unit(s)	58,00 €	
TOTAL without taxes					€
VAT 20,00%					€
TOTAL all taxes included					€

VAT note: Billing H.T. for European companies having filled TVA Intracommunautaire number, excluding France and Monaco

PAYMENT CONDITIONS : 100% VAT INCLUDED AT THE ORDER

Orders not accompanied by full payment tax (cheque, bank transfer or credit card) will not be considered.

Bank fees charged to the client.

GOOD TO ORDER

The present signature gives without reserve the acceptance on the general conditions of rent and sale, the customer agree to have received them, and to have them approved.

In the case of credit card payment, the present signature of the carrier of the card confirms the authorization of debit for the indicated amount vat included.

Signature* and exhibitor's compagny stamp

ORDER FORMS

EXHIBITOR'S GUIDE | GRIMALDI FORUM MONACO



Stand name : Stand number :

PAYMENT BY:

BANK CHEQUE to the attention of GRIMALDI FORUM SAM
BANK Cheque number On :

BANK TRANSFER in Euro with the event name

SOCIÉTÉ D'EXPLOITATION DU GRIMALDI FORUM

Banque : Compagnie Monégasque de Banque, Monaco

RIB

Code banque	Code guichet	N ° de compte	Clé RIB	Swift address : CMBM MC MX
17569	00001	59823000003	44	

IBAN

MC58 1756 9000 0159 8230 0000 344

CREDIT CARD : Carte Bleue, Eurocard/Mastercard, Visa, American Express

I duly authorize the GRIMALDI FORUM to charge my credit card

Card N°:

Expiry date: / / Cryptogram* :

Débit : Event name + booth number

Total amount to be paid in Euro (€):

Full name of the holder :

** Visa & Mastercard : 3 last number situated at the back of the card*

** Amex : 4 numbers above the card number*

SIGNATURE

Name :

First name :

Date :

Signature* and exhibitor's compagny stamp

ORDER FORMS

EXHIBITOR'S GUIDE | GRIMALDI FORUM MONACO



ORDER FORM ADDITIONAL INFORMATIONS

Stand name : Stand number :

WAREHOUSEMAN

Day 1 Number : from to
Day 2 Number : from to
Day 3 Number : from to
Day 4 Number : from to

Missions and tasks :
.....

SECURITY GARDS

Day 1 Number : from to
Day 2 Number : from to
Day 3 Number : from to
Day 4 Number : from to

Missions and tasks :
.....

HOSTESSES

Day 1 Number : from to
Day 2 Number : from to
Day 3 Number : from to
Day 4 Number : from to

Missions and tasks :
.....

Language : French English German Italian Others, specify :
Clothes description / required (Please contact us for picture) :

BOOTH BUILDING

Spots
 Black ● Grey ● White ○

Additional Sign (Up to 20 characters)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

AUDIOVISUAL CONNECTIONS

PC VGA DVD PC DVI - HDMI Blu Ray Player USB Key



SECURITY

INFORMATION FORM

Booth name : **booth n° :**
 (if you know it)

COMPANY

Company name :
 Adress :
 Postcode : City : Country :
 Booth name manager :
 Fonction :
 Tel. : Fax : E-mail :



BOOTH STAND DECORATION COMPANY

Deadline
03/10/2014

GRIMALDI FORUM
 Berthe MOUTARD
 bmoutard@grimaldiforum.com
 Fax : +377 99.99.22.01

Company name :
 Adress :
 Postcode : City : Country :
 Stand onsite contact :
 Position :
 Tel. : Fax : E-mail :

- * **Declaration of devices in operation** : If you have nothing to declare, please mark one of the following answers

I declare not to bring, neither use any device, product wich could need this document to be completed
 Endosed document
- * **Safety questionnaire** : To be completed only if you bring your own material on the booth like cloth, furnitures or only construction material... Please do not complete this form if you use the Grimaldi Forum furniture or equipment

I declare not to bring, neither use any device, product wich could need this document to be completed
 Thank you for returning the certificates for each material whith this form
- * **Constructor's booth** : Please send us the foor plans of your project for our fire marshal to approve
- * **Certificate of electrical compliance** : to be completed only if the installation are not provide by the Grimaldi Forum

I declare not to realize any electrical fitting
 Certify that electrical fittings of this booth have been installed by competent staff according to state of the art industry standards and that the equipment used meets the standards required in buildings open to the public

Date :
 Name :
 Fonction :

Signature :

Exhibitor's company stamp

Chief fire safety agreement



SECURITY

ORDER OF DESCRIPTION OF EQUIPMENT OR MACHINERY DISPLAY IN OPERATION

Stand name : **Stand number :**

RISKS REQUIRING AN APPLICATION FOR AUTHORIZATION OR A SPECIAL DECLARATION TO BE MADE

Heat engines or combustion engines :

Smoke generator :

Butane – propane gas :

Other high risk gases (acetylene, oxygen, hydrogen ect) :

Type :

Quantity :

Radioactive source :

X-rays :

Laser :

Appliance generating open flame :

SPECIAL RISKS

Electrical power source of over 100 KVA :

Power consumption :

Flammable liquids (other than in motor vehicle fuel tanks) :

.....

Type :

Quantity :

Type of use :

DESCRIPTION OF EQUIPMENT OR MACHINERY DISPLAY IN OPERATION

Brief description :

.....

.....

IMPORTANT

The machines presented in operation have to :

- either contains protective screens / fixed and well adapted crankcases putting out of reach of the public, any dangerous part of the machine
- or be arranged so that the dangerous parts are kept out of reach of the public and at least 1m out of the circulation aisles

These demonstrations are under the responsibility of the exhibitor only.



SECURITY

SAFETY QUESTIONNAIRE

Stand name : Stand number :

Materials	Thickness in mm	Description Trade Mark	Position on diagram	Material rating		
				Required	Provided	Laboratory Certificate number
Booth Framework				M0 - M1 M2 - M3		
Partition walls				M0 - M1 M2 - M3		
Solid Hard wood				e = 14 mm		
Resinous wood				e = 18 mm		
Plywood				e = 18 mm		
Chipboard				e = 18 mm		
Melamine coated panel				7 ou 8 mm		
Partition wall covering				M0 - M1 M2		
Floor covering				M3		
Ceiling				M1 - M2		
Awning				Smoke permeable if more than 10 % surface room covered		
Plastic material				M1 - M2		
Paint				Water printing		
Curtains In relief elements				M0 - M1 M2		
Transparent or translucent elements				Glass: toughened or puff pastry, PVC or polycarbonate M1 - M2		
Furniture				M0 - M1 M2 - M3		
Artificial flowers				M2		

ORDER FORMS

EXHIBITOR'S GUIDE | GRIMALDI FORUM MONACO



MONACO 2014
83th GENERAL ASSEMBLY



TRUCK

INFORMATION FORM



Stand name : Stand number :
(if you know it)

COMPANY

Company name :
Address :
Postcode : City : Country :
Booth name manager :
Fonction :
Tel. : Fax : E-mail :

BOOTH COMPANY

Deadline
03/10/2014

GRIMALDI FORUM
Berthe MOUTARD
bmoutard@grimaldiform.com
Fax : +377 99.99.22.01

Company name :
Address :
Postcode : City : Country :
Booth name manager :
Fonction :
Tel. : Fax : E-mail :

- We will not use any truck and took note of the parkings options for cars.
- We will use a vehicule over Only for delivery
Please complete the order form « load in / load out » 1 per truck
- We need to book a parking space
Please complete the order form « parking requirement » 1 per truck
- We will use the services of one of your agreed suppliers for all our deliveries
- We passed on this form to our subcontractor:
Name :
Tel :



TRUCK

LOAD IN / LOAD OUT (less than 2 hours)

Please fill in one form per truck

Stand name : **Stand number :**

FORWARDING AGENT DETAILS:

Company :
 Tel. :
 Fax :
 Driver's name :
 Tel. :

GRIMALDI FORUM
Berthe MOUTARD
 bmoutard@grimaldiform.com
 Fax : +377 99.99.22.01

VEHICLES DETAILS :

Type : Truck Truck and trailer Semi trailer Over size

Plate number :

Details : Weight..... Length..... Width..... Height.....

DATES :

LOAD IN	Arrival date planned on / / 2014 Load out estimate time : : h	at : h
LOAD OUT	Arrival date planned on / / 2014 Load out estimate time : : h	at : h

CONDITIONS

- It's strictly forbidden to park on the delivery areas
- 20 minutes authorization for unloading and loading
- Exceptionally, if needed this time can be extended to 2 hours free of charge. In that case, the security agent will provide a ticket to the driver
- Beyond 2 hours, a rate of 20.00€ per hour will be due (as per current rates January 1st 2014).



PARKING REQUEST AT PREFERENTIALS RATES

Please fill in one form per truck

Stand name : **Stand number :**

DETAILS OF FORWARDING AGENT :

Company :
 Tel. :
 Fax :
 Driver's name :
 Tel. :

VEHICLES DETAILS :

Deadline
03/10/2014

GRIMALDI FORUM
Berthe MOUTARD
bmoutard@grimaldiform.com
Fax : +377 99.99.22.01

Type : Truck Truck and trailer Semi trailer Over size

Plate number :

Details : Weight..... Length..... Width..... Height.....

DATES :

SET UP	Arrival date planned on / / 2014 Departure date planned on / / 2014	at : h at : h
DISMANTLE	Arrival date planned on / / 2014 Departure date planned on / / 2014	at : h at : h

CONDITIONS

- Subject to availability of spaces in one of the trucks parking in Monaco
- Special rate (as of January 1st 2014): 2€ for the first 12 hours and after 3€ per hour. In that case the driver has to ask a ticket to the Grimaldi Forum guard, to exit the parking.
- To benefit from these rates, the drivers must:
 - 1) send us this order form
 - 2) ask for a magnetic card at the Grimaldi Forum security agent located in the unloading dock level -4. This card will be used for payment at the toll machine located at the truck parking exit.

AGREED SUPPLIERS

EXHIBITOR'S GUIDE | GRIMALDI FORUM MONACO



AGREED SUPPLIERS

EXHIBITOR'S GUIDE | GRIMALDI FORUM MONACO



A CATERING SERVICE

FAVI^{SUR}
STAND

EXCLUSIVE
CONCESSIONARY

Within the frame of its environmental step and its certification ISO 14001:2004, the Grimaldi Forum Monaco has heightened its appointed caterers in order to propose seasonal menus, elaborated from local products, and contributing notably to reduce the CO2 emission

SARL FAVI TRAITEUR

Service traiteurs sur stands

«Le Continental»

Place des Moulins, MC 98000 MONACO

Tel : +377 99 99 29 29

Fax : +377 97 97 67 15

E-Mail : favitraiteur@somavi.fr

<http://livraisonsurstand.groupepavillon.fr>

B COMPUTER EQUIPMENT RENTAL

Our computer companies commit to supply equipment respecting the Energy Star program, with TCO03 screens, as well as recycled and recyclable paper.

k4 key4events

KEY4EVENTS

44 boulevard d'Italie

98000 MONACO

Tel : +377 97 97 56 01

Fax : +377 97 97 56 03

david.vignoli@key4events.com

www.key4events.com

PROD
EVENTS

PROD EVENTS MONACO

57 rue Grimaldi - Le Panorama

98000 MONACO

Tél : +377 97 90 12 24

info@prod-events.com

www.prod-events.com

C FURNITURE RENTAL

Rental itself is the first answer to resources management and recycling problematics. That is why our suppliers have put in place actions to reinforce the furniture protection during the handling and transportation phases, and this to increase their lifespan.

Promexpo

PROMEXPO

« Athos Palace »

2, rue de la Lùjernetta

MC 98000 MONACO

Tel : +377 97 98 51 70

Fax : +377 97 77 83 06

info@promexpo.mc

www.promexpo.mc

La
Compagnie

LA COMPAGNIE

242 avenue Jean Mermoz

06210 Mandelieu La Napoule, FRANCE

Tel : +334 93 45 77 01

Fax : +334 93 45 55 68

cannes@lacompaniemob.com

www.lacompaniemob.com

AGREED SUPPLIERS

EXHIBITOR'S GUIDE | GRIMALDI FORUM MONACO



MONACO 2014
83th GENERAL ASSEMBLY

D PLANTS RENTAL



GREEN PLUS

« Le Copori »
9, avenue Prince Albert II
MC 98000 MONACO
Tel : +377 92 05 68 20
Fax : +377 92 05 28 63
greenplus@greenplus.com
www.greenplus.com

E FLOWERS RENTAL



GASTALDI FLEURS

25, avenue Prince Albert II
98000 MONACO
Tel : +377 97 70 41 27
Fax : +377 97 70 41 28
E-Mail : gastaldifleurs@libello.com

F V.A.T REFUND



MATHEZ MONACO INTERNATIONAL

19, avenue des Castelans / Stade Louis II
98000 MONACO
Tel : +377 93 101 330
Fax : +377 93 101 331
E-mail : mco@mmci.mc

G FORWARDING AGENT ON SITE LIFTING



OFFICE MARITIME MONEGASQUE

Stade Louis II - Entrée E
13, avenue des Castelans
MC 98000 MONACO CEDEX
Tel : +377 92 05 76 15
Fax : +377 92 05 19 59
E-Mail : log@omm-monaco.com



MONACO LOGISTIQUE

« Le Cirius »
6, rue Princesse Florestine
98000 MONACO
Tel : +377 97 97 23 33
Fax : +377 97 97 23 34
E-Mail : j.bizi@monacologistique.mc



MATHEZ MONACO INTERNATIONAL

19, avenue des Castelans
Stade Louis II
98000 MONACO
Tel : +377 93 101 330
Fax : +377 93 101 331
E-mail : onsite@mmci.mc

LIVRAISON SUR STAND

By
FAVI SUR
 STAND

Favi sur Stand, filiale du groupe Pavillon Traiteur, est un service de traiteur qui gère toutes les demandes de prestation sur stand sur le site du Grimaldi Forum Monaco. Nous organisons les livraisons directes, les cocktails, les buffets ou autres... sur votre stand ou salon privé.



Commandez en toute simplicité...

7 jours / 7 et 24h / 24.

Sur www.livraisonstand.groupepavillon.fr

- Cliquer sur l'onglet "créer un compte"
- Renseigner les informations et créer votre login et Password
- Sélectionner votre centre de congrès et manifestation
- Cliquer sur l'onglet nouvelle commande
- Compléter le bon de commande en fonction de vos besoins
- Valider



Pour toute autre information, vous pouvez nous contacter par téléphone du lundi au vendredi de 9h00 à 18h00 au 00 377 99 99 29 29 ou 06 25 02 21 ou par mail à l'adresse favitraiteur@somavi.fr

Exemple de tarifs en vigueur 2014, ...

Plateau d'amuse-bouche salés	56.06 € HT / 61.66 € TTC
Le coffret de verrines cocktail sucrées	29.03 € HT / 31.93 € TTC
L'assortiment de 25 mini-viennoiseries	23.89 € HT / 26.28 € TTC
Corbeille de fruit pour 10 pax	63.70 € HT / 70.07 € TTC
Thermos de café ou de thé (Litre)	12.40 € HT / 13.64 € TTC
Litre de jus d'orange	4.24 € HT / 4.66 € TTC
Champagne maison (0.75cl)	23.41 € HT / 28.10 € TTC
Vin AOC Côtes de Provence (0.75cl)	12.17 € HT / 14.60 € TTC
Machine à café Malongo inclus 50 doses	50.17 € HT / 55.18 € TTC / Jour
Fontaine à eau inclus 1 bonbonne de 19l	49.36 € HT / 54.30 € TTC / Jour









FAVI SUR
 STAND



SARL Favi Traiteur et Cie Café Llorca Monaco
 10, Av Princesse Grace
 Grimaldi Forum / Monaco
 Société du Groupe Pavillon traiteur
 Photos non contractuelles. Tarifs en vigueur 2014

IT ORDER FORM



	DESCRIPTION	Qty	Price 5 days exc. VAT	Total Price exc. VAT
Computers				
	Computer All in One 19" 1 x Core 2 Duo E7500 / 2,93 Ghz, 2 Go RAM, DD 320 Go, DVD, GMA X4500, Ethernet Gigabit		239,00 €	
	Computer All in One 23" Multi-Touch 1 x Core i5 / 3.2 GHz , 2 Go RAM, DD 320 Go, Gigabit Ethernet, Webcam, DVD		359,00 €	
	PC Laptop: Core i5 520M, 2,4 Ghz, 4Go, 250 Go DD, Gigabit Ethernet, Wifi, TFT 15,6" (included: mouse & security lock)		239,00 €	
	MACINTOSH - IMAC 21.5": Intel Core i5, 2.5 GHz Intel, 4Go, 500G DD, AMD Radeon HD 6750M, 512 Mo, GDDR5		266,00 €	
	MACINTOSH - MacBook pro 15" Intel Core i5 , 2.5 GHz 4Go, 500G DD, 512 Mo, GDDR5		266,00 €	
Printers & Fax				
	Laser Printer Monochrome: (multi users) B&W - A4 - 26ppm - 250 f - USB - Ethernet (included 1 toner)		200,00 €	
	Laser Printer Colour (multi users) A4 - 30ppm colour & N&B - 930f - USB - Ethernet 500 copies included, additional copy 0,45 €/copy		226,00 €	
	Fax Laser A4 33600 bps - Super G3 - 10 ppm - CAD 20p - 250f		100,00 €	
Delivery, set up & dismantling, technical assistance included Select price for the duration of the Event For any other equipment, please do not hesitate to contact key4events: contact@key4events.com			TOTAL EXCL. VAT	
			VAT 20% :	
			TOTAL INCL. VAT :	

Order to return with your payment to:
Key4events Monaco
« Le Château d'Azur » – 44 bd d'Italie – 98000 MONACO
Contact : Marie LECOMTE / Tél : +377 97 97 56 01 / Fax : +377 97 97 56 03

Company: _____ Contact: _____
 Email: _____ Tel: _____

Confirmation of the order upon payment											
Amex			Visa/Mastercard				Other:			Amount : €	
Carte No:										Date expiration:	
Security Code:			Name:								
I authorize key4events to debit my credit card											
Name:						Date:					

Signature and stamp

Nb: On reception of your order and payment, you will receive an invoice. Orders without payment will not be processed.



COMPUTER EQUIPEMENT / FAX / PRINTER

PROD EVENTS
57 Rue Grimaldi, Le Panorama
98000 MONACO
Logistique: Pierre Grimaldi
Mob: +33 6 20 60 28 95
Phonel: +377 97 70 12 24

STAND N°
COMPANY NAME
ADDRESS
.....
CONTACT.....
Phone FAX
E-MAIL

ITEMS - AV & IT EQUIPEMENT - SCREEN	4 to 7 Days			
Windows COMPUTERS				
PC ALL IN ONE 23" Full HD - Tactile Core i5, DVDRW, Ethernet 10/100/1000, LCD 23"-1920 x 1080 - hdmi+VGA	217,97€			
PC Intel 2Core2 Duo 2,33Ghz/2GoDDR/80Go/DVD RW/LAN Gigabit/ LCD 19"ou 22"	197,44€			
Laptop PC 15" Full HD Core i7 2,2Ghz/6Go Ram/750GO/DVD-RW/ WIFI/ LED 15,6" 1920 x 1080	252,72€			
Apple COMPUTERS				
IMAC 20" ALU / Intel Core2 Duo 2,4Ghz/320Go/1G0/SD/Airport/BT/isight	236,25€			
IMAC 24" ALU / Intel Core2 Duo 2,4Ghz/320Go/1G0/SD/Airport/BT/isight	270,00€			
IMAC 27" ALU / Intel Core i5 quadricœur 2,9Ghz-3,6ghz/1To/8G0/SD/Airport/BT/isight	315,90€			
Laptop MacBook 13" or MacBok Pro 15" / IntelCore2 Duo 2,2Ghz/1Go/120Go/SD/Airport/BT	252,72€			
IPAD + safety	155,25€			
SCREENS				
LCD/LED 40" 3D ready - Full HD - 1920x1080	331,70€			
LCD/LED 55" edgeless - Full HD - 1920x1080	552,83€			
LCD/LED 70" - 3D Ready - Full HD - 1920x1080	931,91€			
Wall Screen built with n x 55" Ask us				
Stand for Plasma/LED - 150cm High	121,50€			

At :
Date :
Signature :
Exhibitor's company stamp :

Total Price € (VAT Excluded.) :
V.A.T. 20% :
Total € Tax included :

TO BE ACCEPTED, ORDER MUST BE ACCOMPANIED BY FULL PAYMENT

A 20% penalty fee will be added to the cost of the orders if the stated deadline is not respected

By bank cheque to the order of Prod Events (to be send to the adress above)

By bank transfer in Euros, at the cost of the hirer : Prod Events

France : n° 15607 00064 60621178369 05 Dom: MONACO ENTREPRISES
Foreign only : n° IBAN:FR7615607000646062117836905 BIC: CCBPFRPPNCE

Visa Credit Card Mastercard / Eurocard

Authorization to charge my credit card n° /..... Expiration date :

Card holder names : Signature :

AGREED SUPPLIERS

EXHIBITOR'S GUIDE | GRIMALDI FORUM MONACO



Numerical color Canon Photocopier A4&A3 28ppm Zoom/Reduce , Stampe 1 or 2 points , Recto/verso - Size A4, A3 French/English/Deutch 500 copy included (Then B&W 0,09 €HT, Color 0,20 €HT)	599,63€			
DOCUMENT SHREDDER				
document Shredder Rexel RDX1750 50l / 17 pages A4 (cross cut), CD et DVD,	150,00€			
TECHNICAL ASSISTANCE				
IT Technical assistance for 1/2 day	292,50€			
IT Technical assistance for 1 day	479,70€			

At :

Total Price € (VAT Excluded.) :

Date :

V.A.T. 20% :

Signature :

Total € Tax included :

Exhibitor's company stamp :

TO BE ACCEPTED, ORDER MUST BE ACCOMPANIED BY FULL PAYMENT	
A 20% penalty fee will be added to the cost of the orders if the stated deadline is not respected	
[] By bank cheque to the order of Prod Events (to be send to the adress above)	
[] By bank transfer in Euros, at the cost of the hirer : Prod Events	
France :	n° 15607 00064 60621178369 05 Dom: MONACO ENTREPRISES
Foreign only :	n° IBAN:FR7615607000646062117836905 BIC: CCBPFRPPNCE
<input type="checkbox"/> Visa	<input type="checkbox"/> Credit Card
<input type="checkbox"/> Mastercard / Eurocard	
Authorization to charge my credit card n° /	Expiration date :
Card holder names :	Signature :

Groupe BSI - La technique de vos évènements

Prod events Paris - Prod events Cannes - Prod events Monaco
SARL au capital de 15 000€ - RCI : 06 S 04502 - DSEE : 516G12054 - TVA intracommunautaire : 83 00007348
Agence Monaco: 57 rue Grimaldi, le Panorama - 98000 Monaco - Tél. (33) 4 93 33 12 40 Fax (33) 4 93 33 18 93
Siège social : 120, rue Colbert - 92700 Colombes - Site internet: www.prod-events.com

AGREED SUPPLIERS

EXHIBITOR'S GUIDE | GRIMALDI FORUM MONACO



MONACO 2014
83rd GENERAL ASSEMBLY

Gastaldi Fleurs RENTAL PLANTS

G



Ref : PLF



Ref : PVF



Ref : PF1



Ref : PF2



Ref : PF3



Ref : PDR



Ref : PFALII



Ref : PBEN



Ref : PPA



Ref : PSCH



Ref : PCR



Ref : PYU



Ref : PKEN



Ref : PZAM

Green plants are available in different height. Please check our price list.
Blooming plants can change according to the season.
We can provide other plants according to your needs.

AGREED SUPPLIERS

EXHIBITOR'S GUIDE | GRIMALDI FORUM MONACO



MONACO 2014
83th GENERAL ASSEMBLY

Gastaldi Fleurs

RENTAL ARTIFICIAL PLANTS OR FLOWERS



Ref : PAL



Ref : PAF



Ref : PAA



Ref : PAB



Ref : PAP



Ref : PAB30/40/55



Ref : PAH



Ref : PAPI



Artificial decoration – price on request

AGREED SUPPLIERS

EXHIBITOR'S GUIDE | GRIMALDI FORUM MONACO



MONACO 2014
83th GENERAL ASSEMBLY

Gastaldi Fleurs

NATURAL FLOWER ARRANGEMENTS

G



B 1 : HT 50 euros



B2: HT 45 euros



C1 : HT 50 euros



C2 : HT 65 euros



C3 : HT 70 euros



C4 : HT 30 euros



C5: HT 45 euros



C6 : HT 35 euros



C7 : HT 30 euros



C8 : HT 30 euros



C9 : HT 45 euros



C 10 : HT 25 euros

Please note that some flowers are not available all year long. That is why we may not guaranty to provide you with the exact same flowers shown in the pictures here above. However we guaranty that the style, volume and colors of the arrangements will be provided as shown.

AGREED SUPPLIERS

EXHIBITOR'S GUIDE | GRIMALDI FORUM MONACO



MONACO 2014
83th GENERAL ASSEMBLY

Gastaldi Fleurs

TAILOR-MADE SERVICES



We offer you a tailor-made decoration according to your thema or needs



25 boulevard des moulins tel : +377 93 30 94 18 - tel : +377 97 70 41 27

www.gastaldifleurs.com

Fax : + 377 97 70 41 28

Email : gastaldifleurs@libello.com

AGREED SUPPLIERS

EXHIBITOR'S GUIDE | GRIMALDI FORUM MONACO



MONACO 2014
83TH GENERAL ASSEMBLY



AGREED SUPPLIERS

EXHIBITOR'S GUIDE | GRIMALDI FORUM MONACO



EXHIBITION NAME

DATE:

BOOTH N°:

DELIVERY DATE

GASTALDI FLEURS

Fleuriste Décorateur

25, Avenue Albert II

98000 MONACO

Tél.: +377 97 70 41 27

Fax: +377 97 70 41 28

Messagerie: gastaldifleurs@libello.com

COMPANY NAME

FULL ADDRESS

CONTACT NAME

TELEPHONE

FAX

E-MAIL :

VAT N° INTRA

RENTAL PLANT - pot is included in the price

Ref	Description	High/Diameter	PriceVAT excl	Quantity	TOTAL Price VAT excl
PLF1	Green and blooming plant arrangement in round or square pot Blooming plant can be change according to the season	30 à 110/ 140 cm	85 €		
PLF2	Green and blooming plant arrangement in round or square pot Blooming plant can be change according to the season	30 à 150/ 180 cm	95 €		
PVF1	Green plant arrangement in round or square pot	30 à 110/ 140 cm	80 €		
PVF2	Green plant arrangement in round or square pot	30 à 150/ 180 cm	90 €		
PVF3	Green plant in planter pot	30 à 110/ 140 cm	105 €		
PVF4	Green plant in planter pot	30 à 150/ 180 cm	130 €		
PF1	Bamboo arrangement with green plant	120/130 cm	110 €		
PF2-70 cm	Phaleanopsis plant in vase	70 cm	55 €		
PF2-90 cm	Phaleanopsis plant in vase	90 cm	100 €		
PF3	Blooming plant in pot	50/60 cm	60 €		
PDR	Draceana in pot	160cm	75 €		
PFALII	Ficus Alii in pot	160cm	75 €		
PBEN1	Ficus benjamina in pot	140/160 cm	70 €		
PBEN2	Ficus benjamina in pot	170/180 cm	95 €		
PPA	Pachira in pot	160 cm	70 €		
PSCH	Schefflera in pot	160 cm	65 €		
PCR	Green plant	60 cm	60 €		
PYU	Yucca in pot	110 cm	45 €		
PKEN1	Kentia in pot	140/160 cm	75 €		
PKEN2	Kentia in pot	170/180 cm	95 €		
PZAM	Green plant in pot	70/80 cm	60 €		
PLAUT	Laurel ball	120/140 cm	100 €		
PLAUP	Laurel pyramid	120/140 cm	110 €		
PBUI	Buxus ball	45/55 cm	75 €		
POLI	Olive tree	160/170 cm	155 €		

Gastaldi fleurs

Phone number : +377 97 70 41 27
gastaldifleurs@libello.com

AGREED SUPPLIERS

EXHIBITOR'S GUIDE | GRIMALDI FORUM MONACO



RENTAL ARTIFICIAL PLANT AND FLOWERS - pot is included in the price

PAL	Ivy 3 ball in pot	140 cm	70,00 €		
PAF	Ficus in pot	180 cm	70,00 €		
PAA	Areca in pot	180 cm	70,00 €		
PAB	Bamboo in pot	180 cm	70,00 €		
PAP	Podocarpus in pot	120 cm	110,00 €		
PAB30	Buxus ball in pot	diam 30 cm	60,00 €		
PAB40	Buxus ball in pot	diam 40 cm	70,00 €		
PAB55	Buxus ball in pot	diam 55 cm	80,00 €		
PAH	Buxus hedge in pot	50 cm	80,00 €		
PAPI	Pine tree in pot	110 cm	110,00 €		

NATURAL FLOWER ARRANGMENT - Vase, ceramic pot or basket are included in the price

B1	Flower bouquet in a vase	diam 25 cm	50,00 €		
B2	Flower bouquet in a vase	diame 20/25	45,00 €		
C1	Flower arrangement	60 cm	50,00 €		
C2	Flower arrangement	60 cm	65,00 €		
C3	Flower arrangement	60 cm	70,00 €		
C4	Flower arrangement	25 cm	30,00 €		
C5	Flower arrangement	70 cm	45,00 €		
C6	Flower arrangement	15 cm	35,00 €		
C7	Flower arrangement	15 cm	30,00 €		
C8	Flower arrangement	15 cm	30,00 €		
C9	Flower arrangement	diam 25 cm	45,00 €		
C10	Flower arrangement	diam 20 cm	25,00 €		

INSURANCE FOR DAMAGING OR LOSS OF MATERIAL

The amount of insurance depends on the amount of the order

The insurance is only obligatory for rental plant

Rent

amount

until 40 €

from 41 € to 80 €

from 81 € to 100 €

from 101 € to 200 €

from 201 € to 250 €

up to 250 € on quotation

Insurance Fees VAT exc

7 €

10 €

14 €

20 €

22 €

TOTAL EXCLUDED VAT

Insurance

General Total

VAT 20%%

TOTAL AMOUNT VAT

Included

TO BE ACCEPTED ORDERS MUST BE ACCOMPANIED BY FULL PAYMENT

Terms of Payment

Credit Card

CARD NUMBER	DATE & SIGNATURE
EXPIRY DATE	
CARD HOLDER NAME	

Wire transfer :

CRÉDIT FONCIER MONACO

RIB France:

12739 00070 0072134000R 97

IBAN:

MC20 1273 9000 7000 7213 4000 R97

BIC: CFMOMCMXXXX



MATHEZ MONACO INTERNATIONAL
STADE LOUIS II
19 AVENUE DES CASTELANS
98 000 MONACO

onsite@mmci.mc



BON DE COMMANDE / ORDER FORM

Les prix ci-après s'appliquent au poids réel des marchandises à transporter ou au résultat de la conversion de leur volume en poids suivant la règle d'équivalence définie ci-après. Le cas le plus défavorable est retenu / The following prices are applied on goods' real weight to be transported or on the weight/volume ratio like detailed here under. The defavorable one will be applied.

Poids réel des marchandises à transporter / Goods real weight: _____ kg
 Volume des marchandises à transporter / Goods volume: _____ m³
 Poids équivalent des marchandises à transporter / Weight/Volume Ratio: \times

FRAIS DE DOSSIER / FILE FEES **49,50 €**

TRANSPORT ALLER / INCOMING TRANSPORTATION

Réception à l'entrepôt du prestataire, transport entre l'aéroport de Nice et le Grimaldi Forum, avec ou sans pré-stockage, livraison sur stand
 Reception at the provider warehouse, transportation between Nice airport and the Grimaldi Forum, with or without pre-storage, delivery on booth

Poids réel ou équivalent des marchandises à transporter : Red weight or Weight/Volume Ratio	kg	x	1,37 €	le kg de 0 à 100 kg	=	€
			0,88 €	le kg de 100 à 500 kg		
			0,75 €	le kg de 500 à 1000 kg		
			0,70 €	le kg de 1000 à 2000 kg		
			0,63 €	le kg > 2000 kg		
Facturation minimale / Minimum:			104 € HT			

Déchargement au Grimaldi Forum et livraison sur stand
 Unloading at the Grimaldi Forum and delivery to booth

Poids réel ou équivalent des marchandises à transporter : Red weight or Weight/Volume Ratio	kg	x	0,73 €	le kg de 0 à 100 kg	=	€
			0,50 €	le kg de 100 à 500 kg		
			0,37 €	le kg de 500 à 1000 kg		
			0,32 €	le kg de 1000 à 2000 kg		
			0,25 €	le kg > 2000 kg		
Facturation minimale / Minimum:			48 € HT			

ENLEVEMENT DES EMBALLAGES VIDES, MISE EN DEPOT ET RETOUR SUR STAND
 RECOVERY OF EMPTY PACKAGING, STOCKPILING AND RETURN TO THE BOOTH

Volume des emballages à stocker / Volume of the packaging to stock:	m ³	x	61,00 €	le m ³	=	€
Facturation minimale / Minimum:			61 € HT			

TRANSPORT RETOUR / OUTGOING TRANSPORTATION

Reprise sur stand et rechargement sur camion
 Pick-up on booth and truck reloading

Poids réel ou équivalent des marchandises à transporter : Red weight or Weight/Volume Ratio	kg	x	0,73 €	le kg de 0 à 100 kg	=	€
			0,50 €	le kg de 100 à 500 kg		
			0,37 €	le kg de 500 à 1000 kg		
			0,32 €	le kg de 1000 à 2000 kg		
			0,25 €	le kg > de 2000 kg		
Facturation minimale / Minimum:			48 € HT			

Reprise sur stand et transport entre le Grimaldi Forum et l'aéroport de Nice ou l'entrepôt du prestataire avec ou sans post-stockage
 Pick-up on booth and transportation between the Grimaldi Forum and Nice airport or provider warehouse with or without post-storage

Poids réel ou équivalent des marchandises à transporter : Red weight or Weight/Volume Ratio	kg	x	1,37 €	le kg de 0 à 100 kg	=	€
			0,88 €	le kg de 100 à 500 kg		
			0,75 €	le kg de 500 à 1000 kg		
			0,70 €	le kg de 1000 à 2000 kg		
			0,63 €	le kg > de 2000 kg		
Facturation minimale / Minimum:			104 € HT			

OPERATIONS DOUANIERES / CUSTOMS OPERATIONS

Importation temporaire / Temporary Admission	120,00 €	par déclaration	€
Importation définitive / Definitive Importation	120,00 €	par déclaration	€
Exportation temporaire / Temporary Exportation	120,00 €	par déclaration	€
Formalités de transit / Transit formalities	80,00 €	par déclaration	€
Camet A.T.A / A.T.A Camet	100,00 €	par carnet	€

Entrepôt où pourront être livrées les marchandises / Provider warehouse for goods delivery

Adresse :
 Contact :

DEMANDES SPECIFIQUES / SPECIFIC REQUESTS

N'hésitez pas à nous transmettre toutes demandes spécifiques à : onsite@mmci.mc
 Do not hesitate to send us your specific requests to:

Détail expédition / Shipment details: Depuis/From : _____
 Aérien/Air:
 Maritime/Sea:
 Route/Truck:

Validité / validity : 31/12/2014



Conditions générales de vente MMCI MMCI's terms and conditions

Toutes nos opérations sont effectuées aux conditions générales de TLF (Fédération des Entreprises de Transport et Logistique de France), notamment en ce qui concerne les restrictions de responsabilité et le choix de la juridiction (cour de Monaco). Les conditions générales de vente sont consultables sur simple demande et figurent au dos de nos factures.

Sauf accord préalable, nos opérations sont payables d'avance.

Tarif sujet à modification avec ou sans préavis, notamment concernant le fret, les taux de change, les surcharges carburant et devises.

Sauf instruction écrite de votre part reçue avant le démarrage des opérations, aucune assurance ad-valorem ne sera souscrite.

En l'absence de mention spécifique :

- Nos tarifs ne peuvent s'appliquer aux effets personnels, aux marchandises dangereuses, périssables et fret à particularité.
- Prix hors TVA, hors droits et taxes
- Tarifs excluant les frais optionnels par exemple : transfert confrère, stockage,

Our operations are run under TFL's general sales terms and conditions, mainly regarding liability restrictions of the freight forwarder, and the choice of jurisdiction (Court of Monaco). TLF = Fédération des Entreprises de Transport et Logistique de France. TLF's general sales terms and conditions will be provided to you on request.

Without any prior agreement our operations are payable cash in advance.

All charges and rates are subject to modification with or without any pre-advise, especially freight, currency exchange rate, fuel and currency adjustment factors.

Cargo will be transported without any ad-valorem insurance unless we receive a written request before we start running the operation.

If not specifically mentioned:

- Our tariffs can not be applied for personal effects, perishable, hazardous goods, and any abnormal cargo.
- Prices are excluding VAT, taxes and duties.
- Charges are excluding optional cost of example: transfer fees, storage, demurrages,



OFFICE MARITIME MONEGASQUE
STADE LOUIS II - ENTREE E
13 AV DES CASTELANS
BP 693 - 98014 MONACO CEDEX
TEL: +377 92 05 76 15
FAX: +377 92 05 19 59
log@omm-monaco.com

BON DE COMMANDE
TRANSPORT DE MARCHANDISES ET OPERATIONS DE DOUANE ²⁰¹⁴

Les cases en bleu sont à remplir par les exposants

Les prix ci-après s'appliquent au poids réel des marchandises à transporter ou au résultat de la conversion de leur volume en poids suivant la règle d'équivalence définie ci-après. Le cas le plus défavorable est retenu :

Poids réel des marchandises à transporter : kg (1)
 Volume des marchandises à transporter : m³ × 300 kg/m³ = kg (2)
 Poids équivalent des marchandises à transporter :

FRAIS DE DOSSIER	18,00 €
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TRANSPORT ALLER

Transport entre l'aéroport de Nice et le Grimaldi Forum, livraison sur stand

Poids réel ou équivalent des marchandises à transporter (la plus élevée des valeurs (1) et (2)):	kg	×	0,50 €	le kg de 0 à 100 kg	=	€
			0,39 €	le kg de 101 à 500 kg		
			0,25 €	le kg de 501 à 1000 kg		
			0,20 €	le kg de 1001 à 2000 kg		
			0,14 €	le kg au dessus de 2000 kg		
Facturation minimale :			50,93 € HT			

Réception à l'entrepôt du prestataire et transport au Grimaldi Forum avec ou sans pré-stockage, livraison sur stand

Poids réel ou équivalent des marchandises à transporter (la plus élevée des valeurs (1) et (2)):	kg	×	0,24 €	le kg de 0 à 100 kg	=	€
			0,10 €	le kg de 101 à 500 kg		
			0,09 €	le kg de 501 à 1000 kg		
			0,08 €	le kg de 1001 à 2000 kg		
			0,07 €	le kg au dessus de 2000 kg		
Facturation minimale :			23,79 € HT			

Déchargement au Grimaldi Forum et livraison sur stand

Poids réel ou équivalent des marchandises à transporter (la plus élevée des valeurs (1) et (2)):	kg	×	0,46 €	le kg de 0 à 100 kg	=	€
			0,21 €	le kg de 101 à 500 kg		
			0,19 €	le kg de 501 à 1000 kg		
			0,17 €	le kg de 1001 à 2000 kg		
			0,15 €	le kg au dessus de 2000 kg		
Facturation minimale :			47,58 € HT			

ENLEVEMENT DES EMBALLAGES VIDES, MISE EN DEPOT ET RETOUR SUR STAND

Volume des emballages à stocker :	<input type="text"/> m ³	×	48,66 €	le m ³	=	€
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TRANSPORT RETOUR

Reprise sur stand et rechargement sur camion

Poids réel ou équivalent des marchandises à transporter (la plus élevée des valeurs (1) et (2)):	kg	×	0,46 €	le kg de 0 à 100 kg	=	€
			0,21 €	le kg de 101 à 500 kg		
			0,19 €	le kg de 501 à 1000 kg		
			0,17 €	le kg de 1001 à 2000 kg		
			0,15 €	le kg au dessus de 2000 kg		
Facturation minimale :			47,58 € HT			

Reprise sur stand et transport entre le Grimaldi Forum et l'entrepôt du prestataire avec ou sans post-stockage

Poids réel ou équivalent des marchandises à transporter (la plus élevée des valeurs (1) et (2)):	kg	x	0,24 €	le kg de 0 à 100 kg	=	€
			0,10 €	le kg de 101 à 500 kg		
			0,09 €	le kg de 501 à 1000 kg		
			0,08 €	le kg de 1001 à 2000 kg		
			0,07 €	le kg au dessus de 2000 kg		
Facturation minimale :			23,79 € HT			

Reprise sur stand et transport entre le Grimaldi Forum et l'aéroport de Nice

Poids réel ou équivalent des marchandises à transporter (la plus élevée des valeurs (1) et (2)):	kg	x	0,50 €	le kg de 0 à 100 kg	=	€
			0,39 €	le kg de 101 à 500 kg		
			0,25 €	le kg de 501 à 1000 kg		
			0,20 €	le kg de 1001 à 2000 kg		
			0,14 €	le kg au dessus de 2000 kg		
Facturation minimale :			50,83 € HT			

OPERATIONS DOUANIERES

Importation temporaire	124,37 €	par déclaration	€
Importation définitive	124,37 €	par déclaration	€
Exportation temporaire	124,37 €	par déclaration	€
Formalités de transit	124,37 €	par déclaration	€
Carnet A.T.A	95,00 €	par carnet	€

Tarif en Euro (Hors TVA 20 %)

Entrepôt où pourront être livrées les marchandises

Adresse :	OMM ZONE J - 24 RUE DU GABIAN - 98000 MONACO
Téléphone :	00 377 92 05 76 15
Fax :	00 377 92 05 19 69

NUMBER OF PACKAGES	NATURE	GROSS WEIGHT	VOLUME	VALUE

INSURANCE 1% VALUE YES NO

COORDONNEES DU CLIENT

Société
 Adresse
 Code Postal /Ville/Pays
 Tel
 Fax
 e-mail
 Nom du congrés
 Nom Stand
 Numéro de Stand

PAIEMENT

LE REGLEMENT SERA DEMANDE AVANT LA PRESTATION

ETIQUETAGE

CHAQUE PAQUET DOIT ETRE ETIQUETE AVEC LES RENSEIGNEMENTS CI DESSOUS:

Office Maritime Monégasque
 C/o Exhibition :
 Nom Exposant :
 Stand N°.....
 24, Avenue du GABIAN
 98000 MONACO
 NOMBRE TOTAL DE COLIS:



Stade Louis II – Entrée E - 13 avenue des Castelans
 BP 693 - 98 014 MONACO CEDEX
 Tél : +377 92 05 76 15 – Fax : +377 92 05 19 59
log@omm-monaco.com

NOM ET/OU LOGO DE LA MANIFESTATION

Monaco  *Logistique*

« Le Cirius » 6 Rue Princesse Florestine 98000 Monaco
Tel: 377 97 97 23 33 & Fax : 377 97 97 23 34 - j.bizi@monacologistique.mc

FAIRS & EXHIBITIONS RATES - YEAR 2014

ORDER FORM

To return at : MONACO LOGISTIQUE - Mme Johanne BIZI
per fax : + 377 97 97 23 34 or e-mail : j.bizi@monacologistique.mc Before the :

Your co-ordinates :
BOOTH N° : PERSON IN CHARGE :
COMPANY : PHONE :
ADDRESS : FAX :

Compartments in blue are to fill by customers

The prices below apply to the real weight of the goods to be transported or in the result of the conversion of their volume in weight following the rule of equivalence defined below. The most unfavourable case is held :

$$\begin{aligned} \text{Gross weight : } & \text{kg (1)} \\ \text{Volume : } & \text{cbm} \\ \text{taxable weight (1cbm = 300 kg) : } & \text{cbm} \times 300 \text{ kg/cbm} = \text{kg (2)} \end{aligned}$$

AGENCY FEES	22,00 €
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TRANSPORT

Transport from Nice airport to Grimaldi Forum and delivery on stand

Real or equivalent weight of the goods carried (the higher value will be taken)	kg	x	0,50 €	per kg from 0 to 100 kg	=	€
			0,39 €	per kg from 100 to 500 kg		
			0,23 €	per kg from 500 to 1000 kg		
			0,20 €	per kg from 1000 to 2000 kg		
			0,13 €	per kg up to 2000 kg		
Minimum :		49,50 € HT				

Reception of goods in our warehouse, with or without storage, delivery to Grimaldi Forum and delivery on stand

Real or equivalent weight of the goods carried (the higher value will be taken)	kg	x	0,39 €	per kg from 0 to 100 kg	=	€
			0,25 €	per kg from 100 to 500 kg		
			0,22 €	per kg from 500 to 1000 kg		
			0,17 €	per kg from 1000 to 2000 kg		
			0,12 €	per kg up to 2000 kg		
Minimum :		38,50 € HT				

Unloading of goods at Grimaldi Forum & delivery on stand

Real or equivalent weight of the goods carried (the higher value will be taken)	kg	x	0,33 €	per kg from 0 to 100 kg	=	€
			0,17 €	per kg from 100 to 500 kg		
			0,14 €	per kg from 500 to 1000 kg		
			0,13 €	per kg from 1000 to 2000 kg		
			0,11 €	per kg up to 2000 kg		
Minimum :		33,00 € HT				

COLLECTION OF EMPTIES, STORAGE & DELIVERY BACK TO THE STAND

Per CBM	m ³	x	47,30 €	per CBM	=	€
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TRANSPORT BACK

Picking up on stand & loading on truck

Real or equivalent weight of the goods carried (the higher value will be taken)	kg	x	0,33 €	per kg from 0 to 100 kg	=	€
			0,17 €	per kg from 100 to 500 kg		
			0,14 €	per kg from 500 to 1000 kg		
			0,13 €	per kg from 1000 to 2000 kg		
			0,11 €	per kg up to 2000 kg		
Minimum :		33,00 € HT				

Picking up on stand, transport from Grimaldi Forum to our warehouse with or without storage

Real or equivalent weight of the goods carried (the higher value will be taken)	kg	x	0,39 €	per kg from 0 to 100 kg	=	€
			0,25 €	per kg from 100 to 500 kg		
			0,22 €	per kg from 500 to 1000 kg		
			0,17 €	per kg from 1000 to 2000 kg		
			0,12 €	per kg up to 2000 kg		
Minimum :		38,50 € HT				

Picking up on stand & transport from Grimaldi Forum to Nice airport

Real or equivalent weight of the goods carried (the higher value will be taken)	kg	x	0,50 €	per kg from 0 to 100 kg	=	€
			0,39 €	per kg from 100 to 500 kg		
			0,23 €	per kg from 500 to 1000 kg		
			0,20 €	per kg from 1000 to 2000 kg		
			0,13 €	per kg up to 2000 kg		
Minimum :		49,50 € HT				

CUSTOMS FORMALITIES

Temporary import	110,00 €	per document	€
Final import	110,00 €	per document	€
Reexport	110,00 €	per document	€
Transit formalities	90,00 €	per document	€
ATA Carnet	90,00 €	per carnet	€

Surcharges in add before 08h00 & after 18h00 week days & Saturdays and Sundays

Warehouse for the delivery of the goods

Address :	MONACO LOGISTIQUE 24, Rue du Gabian - Fontvieille - Monaco
Phone :	377 97 97 23 33
Fax :	377 97 97 23 34

Payment terms :

Payment before service per check, wire transfer or in cash

ORDER FORM

Date :

CUSTOMER :

Company :
Address :
Post Code : Town : Country :
VAT number :
Phone : Fax :
Contact :

NAME OF EXHIBITION

Booth N° Date
Name of Exhibitor
Contact person of the booth & phone n°

GOODS TO BE HANDLED

Number of Packages
Nature of goods
Gross Weight
Volume
Value

INSURANCE YES NO

SPECIAL INSTRUCTIONS :

Signature and stamp