

EXHIBITOR'S

GUIDE

USEFUL INFORMATION FOR YOUR BOOTH INSTALLATION
www.grimaldiformum.com

2022



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YOUR CONTACT

EVENT GENERAL ORGANISATION

INTERNATIONAL HYDROGRAPHIC ORGANIZATION

Rémy ROQUEFORT

Tél. : + 377 93 10 81 21

E-mail : remy.roquefort@iho.int

STANDS ORDERS

GRIMALDI FORUM

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

Matthieu TESTORY

Tél. : + 377 99 99 22 18

Email : mtestory@grimaldiforum.com

1.1 IMPORTANT DATES

According to the ACL06 : <https://iho.int/en/circular-letters-documents-0>

Deadlines for :

- Information form sent to the Grimaldi Forum and the IHO secretary's office

**1st December 2022
at the latest**

- Exhibitors answer regarding the dedicated space

**from 1st January 2023,
before 1st March 2023**

- Rest of the documents from the Exhibitor Guide, order forms, safety forms

Before 3 April 2023

PLANNING	Date	Hours	Nature of work
Installation	Sunday 30 April Monday 1st May	7.00 am to noon 7.00 am to 10.00 am	Raw space set up
	Monday 1st May	10.00 am to 8.00pm	Stand set up Stand delivery Exhibitors installation
Exhibitor's access	from Tuesday 2nd until Thursday 4th May	08.00 am to 8.00pm	
	Friday 5 May	08.00 am to noon	
Public opening	Friday 5 May	noon to midnight	Exhibitors departure Raw spaces departure General dismantling

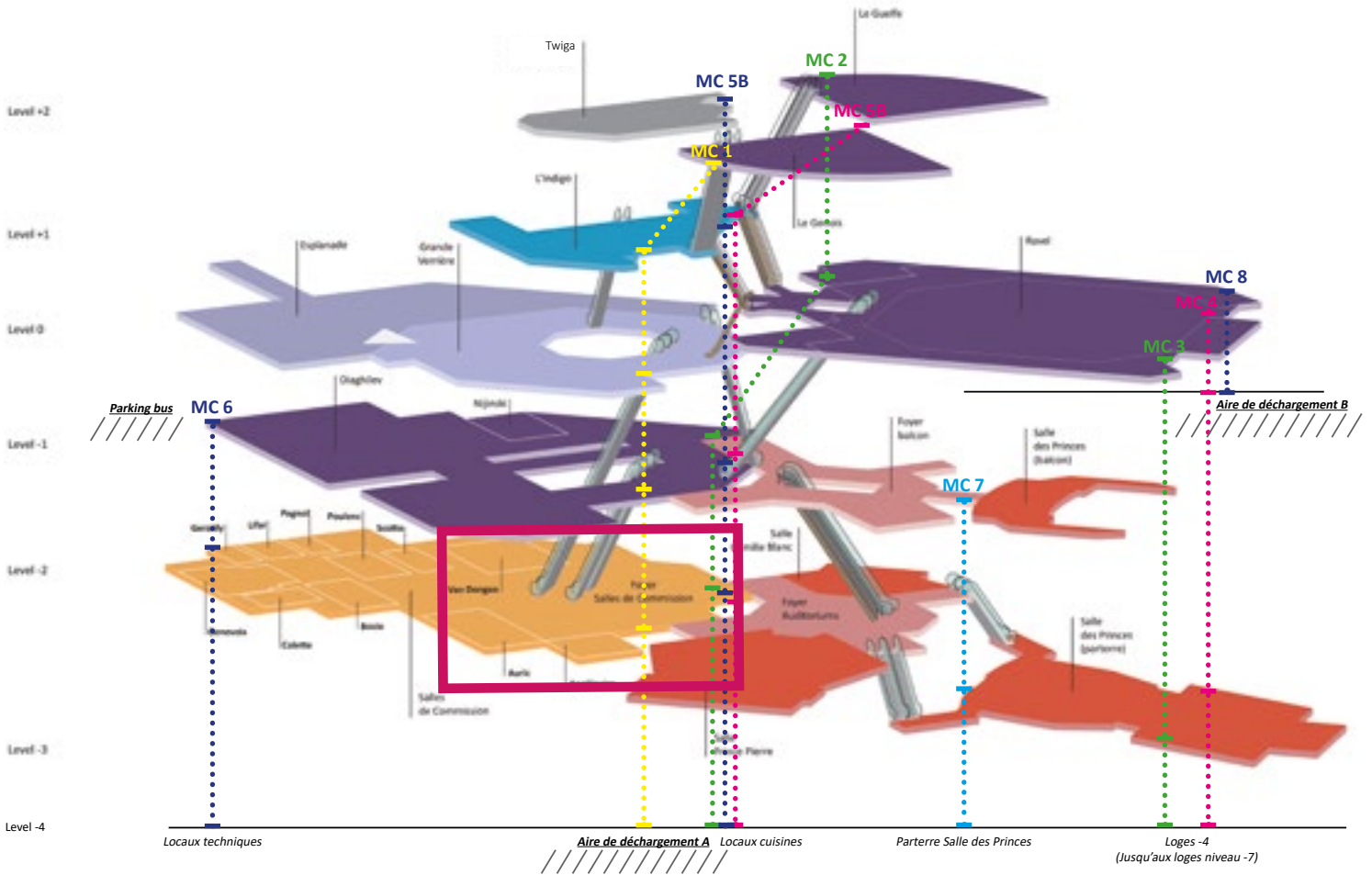
Exhibitors should remove their own structures, equipment and/or products before the end of the period reserved for moving-out and/or dismantling. Exceptionally, the periods of booth construction can be extended on payment of an additional fee by the exhibitor.

If a prolongation has not been authorized, the Grimaldi Forum Monaco 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 its elements such as the floor, carpet...

Any installation that would damage the general aspect of the Grimaldi Forum Monaco 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 area **Breakout room Foyer** located on level -2 of the Grimaldi Forum Monaco



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 Monaco 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 Monaco, and carried out by the Grimaldi Forum or under its control at the expense of the exhibitor.

1.5 DELIVERY PROCEDURES & 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. So it is highly recommended to order this service through **the agreed forwarding agent of the Grimaldi Forum. They can deliver the packages directly to the stand and take them back (see the paragraph «order form agreed suppliers» on page33).** The exhibitors which do not want to order with them can read the next paragraph.

RECEIVING PARCELS

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

- Precise label with name of exhibition
- Forwarded less than 8 days before the event
- Packages are less than 1m80.

All parcels are checked, signed and stored at our delivery bay located at 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).

The GFM's liability will not be engaged for the condition the goods received.

The Grimaldi Forum Monaco don't take any delivery fees in charge.



PICK UP

These packages must be sent back at the latest within 48 hours from May 7, 2023. You have to pick up the packages on the delivery area at level -4 and write clearly :

- courier used
 - account number and receiver's name
 - address of destination with precision
- and call the forwarder of your choice (list of agreed forwarder at the end of the file)

TO REMEMBER:

DHL 0809 40 02 13 / UPS 0173 00 66 61 / FEDEX 0820 12 38 00 / TNT 0825 03 30 33

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

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 Monaco 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.

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 Grimaldi Forum Monaco 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 Grimaldi Forum Monaco. The exhibitor can show the chief fire safety officer when leaving, that its space is perfectly cleared up.

1.8 SECURITY - ACCESS CONTROL

The Grimaldi Forum Monaco maintains 24 (twenty-four) hour security, seven days a week, with its own staff. It is equipped with a video surveillance system.

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 Monaco 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 Monaco, 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 Monaco before the opening of the exhibition. This insurance should include a waiver of recourse against the Grimaldi Forum Monaco and its insurers. The Grimaldi Forum Monaco shall not be held liable with regard to exhibitors and/or third parties.

PLEASE PRINT LABEL AND PASTE ON EACH PACKAGE

DELIVERY ADDRESS
 GRIMALDI FORUM MONACO
 10 Avenue Princesse Grâce
 MC 98000 Monaco



IMPORTANT INFORMATION :

Packages will be refused without these information

EVENT	
STAND NAME :	
STAND NUMBER :	
COMPANY NAME :	
CONTACT PERSON :	
CONTACT MOBILE PHONE :	

1.10 TAXES AND DUTIES

The exhibitor will pay the taxes, fees and contributions in accordance with European legislation. Foreign exhibitors eligible for a refund of VAT can use 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 Johanna LIVOTI
Palais de la Scala
1 avenue Henry Dunant
98000 MONACO
Tél : +377 93 50 96 48
dl.monaco@sacem.fr

MATHEZ MONACO INTERNATIONAL

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

The exhibitor is informed that the Grimaldi Forum may need to make photographs of the event on which are the participants and/or trademarks or logos of the companies. These photographs may be used on all illustrative supports for customers and/or prospects of the Grimaldi Forum Monaco. Any exhibitor who refuses that the photographs - on which appears the image of his person or the logo / trademark of his company - be used, has to communicate its refusal at the Grimaldi Forum Monaco, who will blur or not use the said images.

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 Monaco is forbidden.

1.13 CIGARETTES

Smoking is not allowed in all areas.

1.14 CATERING



SARL FAVI TRAITEUR

«Le Continental»
Place des Moulins, MC 98000 MONACO
Tél : +377 97 97 67 15
E-Mail : favitraitteur@somavi.fr
<http://livraisonsurstand.groupepavillon.fr>

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



THE GRIMALDI FORUM MONACO HAS DEVELOPED AN **ECO-FRIENDLY POLICY** AND PUT INTO PRACTICE AN ENVIRONMENTAL PROGRAMME IN COMPLIANCE WITH THE **ISO 14001:2015**.

- ✔ **Our facilities were built and are continuously maintained with an eye on being green.**
Energy efficient systems, seawater used as a source of energy, and an on-site awareness campaign 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 or labeled paper and recycling disposal bins, “buy green” policy, low consumption lighting, recycling programmes for carpets and signage and wood. Optimal management of the general air conditioning.
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 exhibitions and in the context of its overall **approach linked to sustainable development**, the Grimaldi Forum Monaco offers a new organisation of waste management, uses selected **eco-labeled products**, recycled carpet on booths and is involved on a daily basis in the **selective sorting** and **recycling instructions**:
- ✔ During the set-up of stands, the GFM puts at the disposal of the builders several kinds of containers to allow a recycling adapted for waste:
 - Boxes and packaging
 - 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 Monaco can put at your 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 PRINCIPALITY ACCESS

Exhibitors and/or forwarders must respect :

- regulations relating to the transportation of goods in Monaco.
- Heavy goods vehicles with a GVW of over 3.5 tonnes are prohibited : everyday from **08:00 am to 09:00 am**
- 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.

- [Provisions relating to use an to the occupancy of the public road](#)

2.2 GRIMALDI FORUM ACCESS

Find here all Grimaldi Forum accesses :



2.3 DELIVERY AREA

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

The access to the exhibition spaces in the Grimaldi Forum will be possible from :
 - **Quai A (S2)** : The internal delivery area level -4
Maximum height : 4.00 m

A 20 minutes time slot for load in or load out is allowed at no charge. If necessary, this free access can be extended to a duration of 2 hours. 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 2019).

To facilitate the arrival of your truck, please fill in and send us the form «**LOAD IN / LOAD OUT**». *Available here* →



2.4 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 depatures must be programmed between 9 p.m to 7 a.m. If needed, you will find more information here :

FORM

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

It's advisable to affix the name of the event on the windscreen in order to travel to the best in Monaco.

2.5 TRUCKS PARKING

Only access to the delivery docks will be organized by the Grimaldi Forum. As truck parking is not possible in the Principality, it is up to each exhibitor to make the necessary arrangements. For further information, please contact the exhibitors advisor.

2.6 CARS PARKING

Less than 2.10m high

A special daily rate of 12,50€ for the exhibition participants is subject to parking spaces availability :

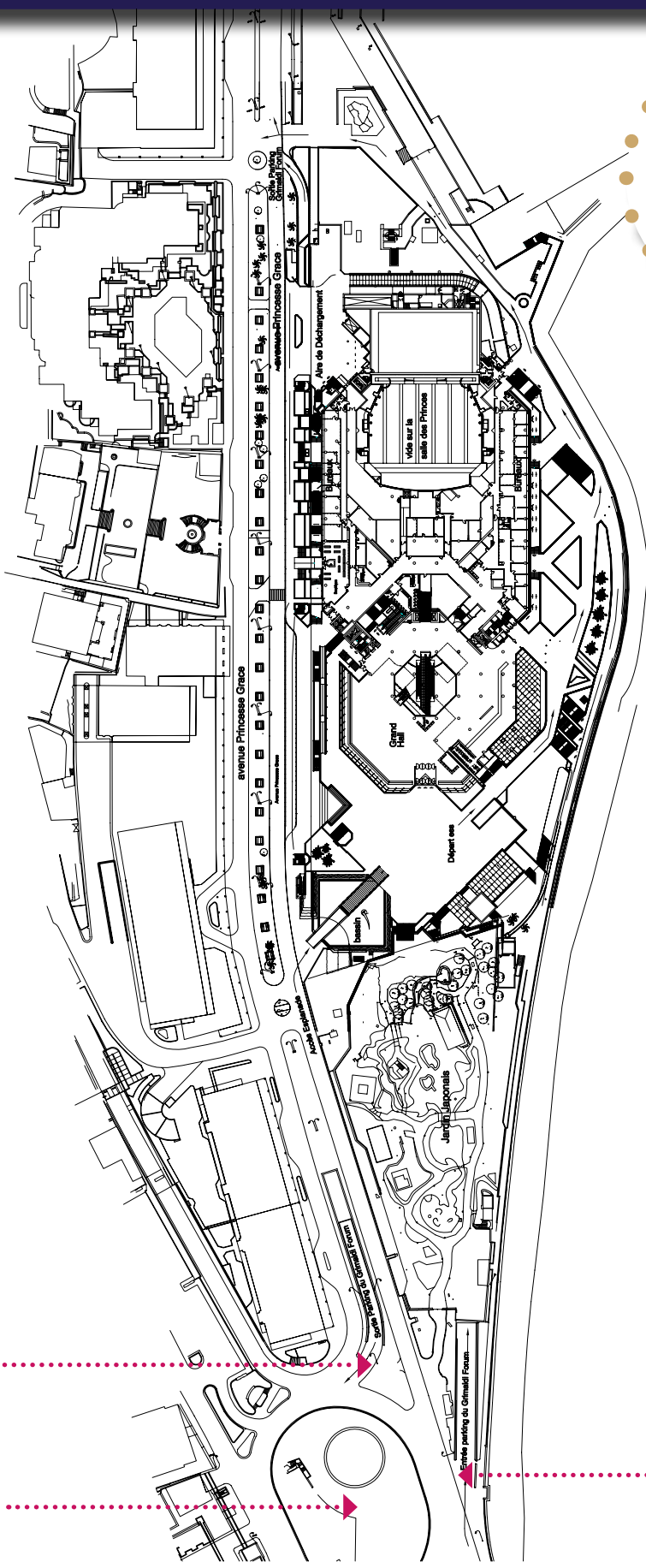


This preferential rate will be applied on presentation of a voucher which exhibitors can obtain from the organizer (1 voucher per way out). The corresponding fees will be payable by each exhibitor to the parking's automatic toll machine. Drivers should insert their entry ticket and then the voucher.

Find all information about availability of parking spaces on <https://www.monaco-parkings.mc/dispo>

For further information, do not hesitate to contact our services at the following numbers:
Tel. : + 377 99 99 22 16 / Laura PASTORELLI - assistancetransport@grimaldiforum.com

2.7 ACCESS PLAN




The accesses indicated on the plan are likely to be modified according to the works in Principality.

Grimaldi Forum's parking exit
 Bus parking exit
 Internal loading bay exit
 QUAI A

Round about of Portier

Grimaldi Forum's parking entrance
 Bus parking entrance
 Internal loading bay entrance
 QUAI A

In order to facilitate the recognition of trucks, please fill in and affix in each vehicle, the truck label next page and *available here* 



**PLEASE PRINT THIS LABEL
AND AFFIX IT ON THE WINDSCREEN OF THE TRUCK
TO THE GRIMALDI FORUM MONACO**




IMPORTANT INFORMATION :


EVENT :	
STAND NAME :	
CONTACT MOBILE PHONE :	




GRIMALDI FORUM MONACO

Dispositions relatives au transport des marchandises





2.6m



4.3m

LEGENDES

Itinéraire d'accès

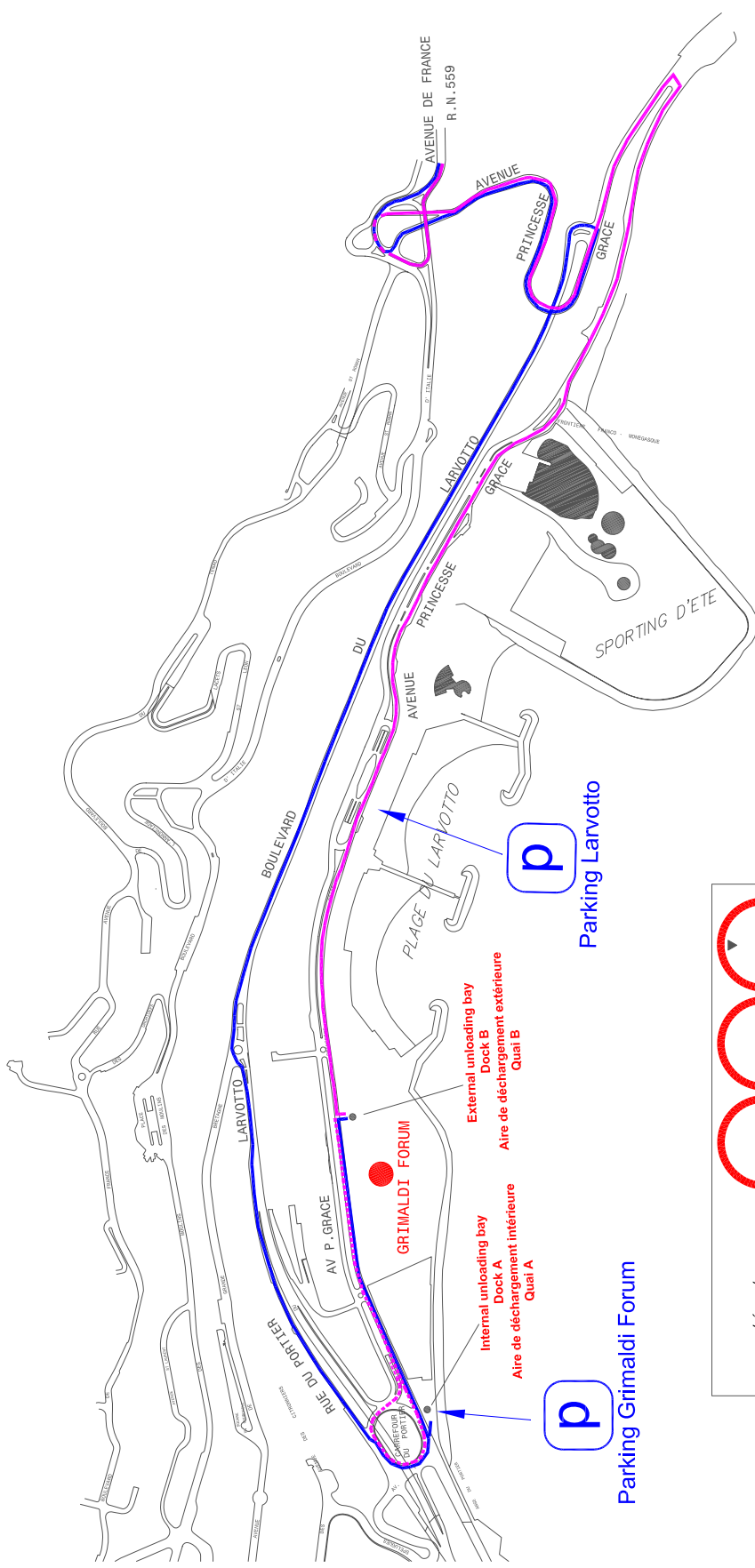
Itinéraire de départ



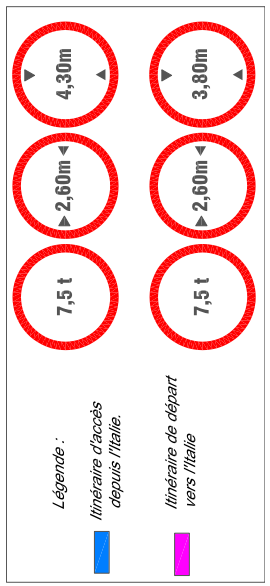
Movement of all types of Heavy Goods Vehicles is prohibited everyday from 08:00 am to 09:00 am

Circulation des poids lourds interdite entre 8h et 9h tous les jours

 **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



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

3.1 GOODS LIFT

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

	MC 1	MC 2
Live loads (Tons)	4.50	4.80
Cabine dimension (m) Width * Depth Height	2.00 3.95 2.20	2.00 4.30 2.20
Clear passageway (m) Width Height	1.58 2.08	1.58 2.08
Spaces Served		
Level 2	Génois	Guelfe
Level 1	Ravel Indigo	Ravel
Level 0	Hall	/
Level -1	Diaghilev East	Diaghilev North / South
Level -2	Upper Lobby Breakout rooms	Upper Lobby Breakout rooms
Level -4	Indoor Delivery Bay	Indoor Delivery Bay

* Dimensions do not include hand rails

3.2 LOAD CAPACITY

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

FOYER (LOWER GROUND FLOOR)

500 kg per sq.m.

HALL SPACE (FLOOR 0)

500 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.

4.1 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
- the instruction given by the Chief Fire Safety Officer appointed for the Exhibition

The chief fire safety officer designated by the organizer is :

GRIMALDI FORUM

FIRE SAFETY DEPARTMENT

+377 99 99 22 17 / +377 99 99 22 18

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.



If the stand has a derogation to exceed the height defined by the organiser for the entire exhibition, it is imperative to provide finishes of decoration for the back of the stand.

B/ MATERIALS RATING

The materials used in booth construction must be conform 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 for person with reduced mobility. This ramp will have slope of 10% for a length less or equal than 0,50m and 8% for a length higher than 0,50m and less or equal than 2m. This ramp will have a width of 0.80m.

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 the booth must be installed by professionals or people who have expert knowledge of the safety rules concerning the equipment. The exhibitor is responsible for electrical equipment from the supply box provided on the booth. The exhibitor must complete the security information form 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.





FORBIDDEN :

- 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



COMPULSORY :

- 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 have 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/ SAFETY AT WORK

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, point 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, a barrier must be set up 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 an 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.

Please fill in and send us the order form « **SECURITY** ». **MANDATORY RETURN FOR THE BOOTH OPENING.** Available here →



DEADLINE:

1st December 2022



6.1 INFORMATION FORM

TYPE OF STAND CHOSEN

- stand provided by the GFM => page 23
- raw space stand (in charge of the exhibitor) => page 26

Area requested sqm

According to the ACL06 : **9 sqm max taken in charge by the IHO.** Additional space (if available), will be invoiced to the member state. A floorplan can be sent in addition.

The form must be sent before **1st December** according to the LCA06. The rest of the documents (furniture, order forms...) can be sent later.

CONTACT

Company name :

CONTACT ON PREPARATION AND SUPERVISING THE EVENT

Name : Company :
 Tel. : E-mail :

PERSON IN CHARGE OF THE BOOTH ON SITE

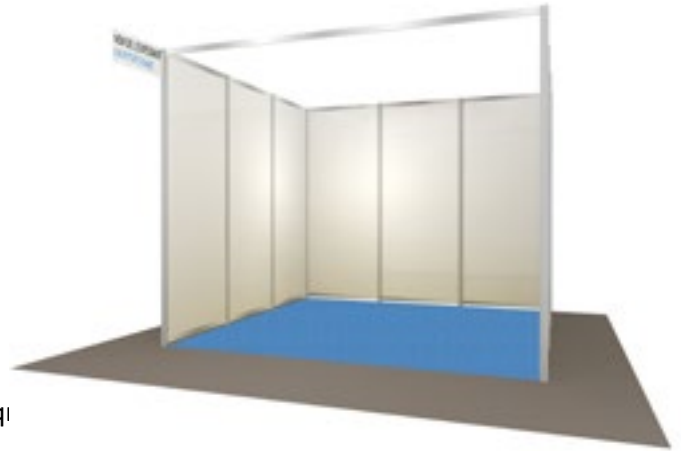
Name : Company :
 Tel. : E-mail :

STAND CONTRACTOR (if the stand is not provided by the GFM)

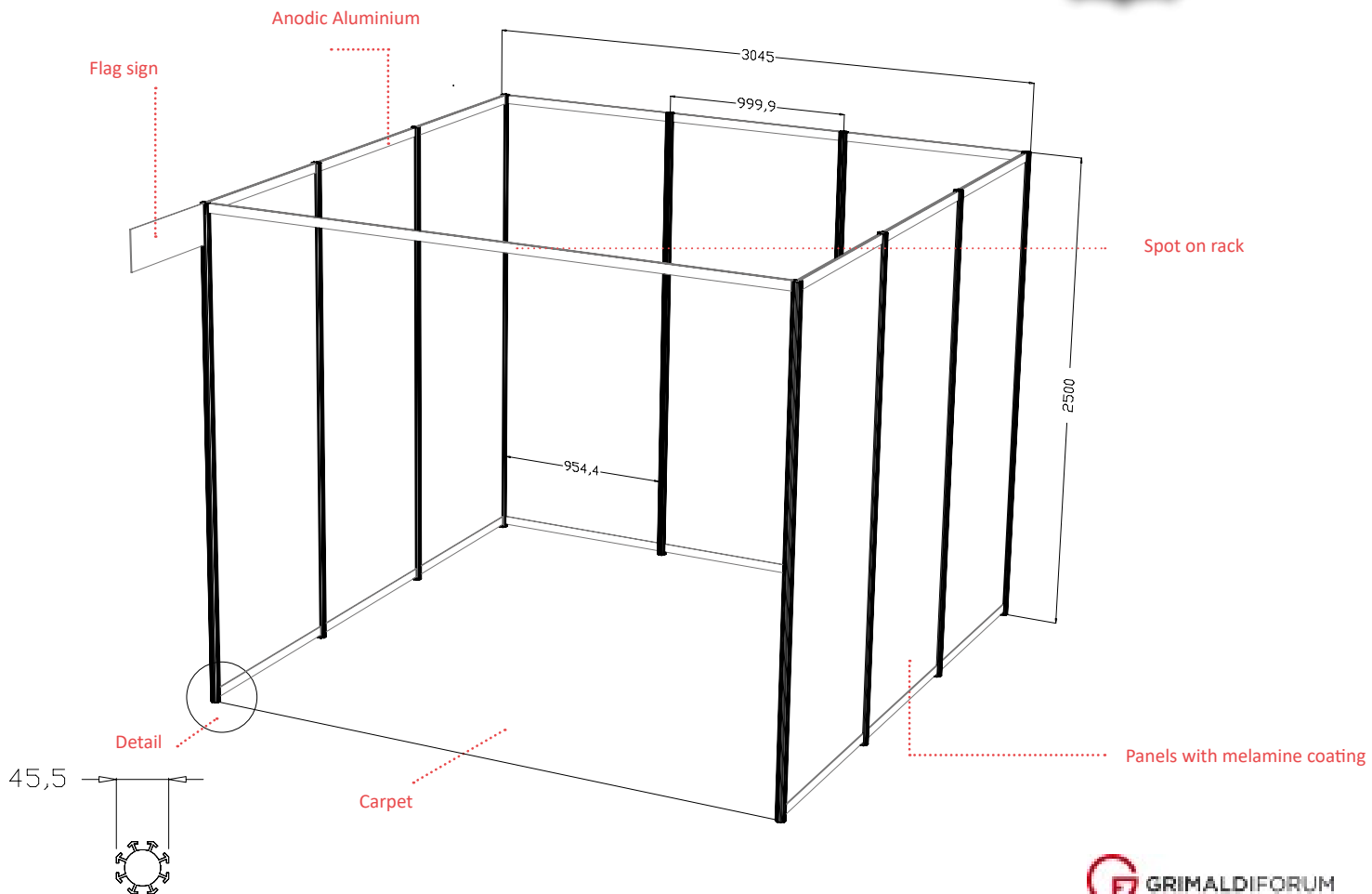
Name : Company :
 Tel. : E-mail :

MODULAR BOOTH GF - 9M²

- Anodic aluminium sections
- Panels with white melamine coating on 3 sides
- Anodic aluminium bar as front structure
- Carpet (according the organizer choice)
- One flag sign 0.60m X 0.20m per stand
- Electricity supply of 2000W distributed per stand
- Lighting with one 75W LED spot on rack distributed per 3sq
- Complete booth cleaning before opening
- Stand daily cleaning
- Furniture (on the next page)



Fixing on the melamine board with nails, pins, staples, adhesives etc... is forbidden. It is recommended that a system of hooks and chains be used. All additional facilities which are not mentioned above, or other booth structures different from the ones indicated above, can be provided at the rates quoted on the Order Forms.



DEADLINE :

3 April 2022

CHOICE OF FURNITURE INCLUDED IN YOUR STAND

No furniture (preferred choice if the booth is not continuously occupied)

Low seating configuration (2 regular chairs + 1 table)

2 white chairs TARA (FTA11) + 1 white table CIRCUS diameter 75cm with chromed foot (HD01)



High seating configuration (3 bar stools + 1 high table)

white set MAXIMA (MAXIMA81)



LET THE GRIMALDI FORUM BE YOUR BOOTH DESIGNER

UNLIMITED
SOLUTIONS

ALL NECESSARY
SERVICES

EXPERTISE OF
INTERNAL TEAM

AVAILABLE
AT ANY TIME

ONLY ONE
CONTACT

LET THE GRIMALDI FORUM MONACO BE
THE PARTNER OF YOUR SUCCESS !

DISCOVER OUR BOOK TO SEE OUR PREVIOUS DESIGNS



... and find out our
(D)ECO BOOTH!

INTERNET

PRO CONNECTION

This connection includes 1 RJ45 plug or 1 WIFI antenna as your choice :

CABLE ACCESS

WIFI
With SSID and password

- For WIFI (8 letters minimum)

SSID :

Password :

WARNING : If the choice is not precised by the exhibitor, the connection will be automatically configured with WIFI.

PACKAGE 5 DAYS

(4 days event + set up the day before) **excl tax**

5MB	1329,00 €
10MB	2082,00 €
20MB	3288,00 €
30MB	4275,00 €

Until 200mb on request

ADDITIONAL OPTIONS Only for PRO CONNECTION

CABLE ACCESS

ADDITIONAL CABLE ACCESS - RJ45 PLUG

100,00 € excl tax
event package

FIXED/PUBLIC IP ADDRESS PUT AT DISPOSAL

100,00 € excl tax
event package

STAFF

CONFIGURATION ASSISTANCE

110,00 € excl tax
per hour

Please specify **the plug RJ45 position** in the form «**STAND DIAGRAM**»

Available here →



SSID : Password : (min 8 characters)

ORDER FORMS

EXHIBITOR'S GUIDE | GRIMALDI FORUM MONACO

- Order form
- Stand diagram
- Safety questionnaire
- Truck information form



6.1 INFORMATION FORM

Please note, even if you don't order other services **ALL EXHIBITORS MUST COMPLETE AND RETURN**, this form and stand diagram to the following address before deadline.



YOUR EXHIBITORS ADVISOR

Matthieu TESTORY
mtestory@grimaldiforum.com

DEADLINE:

20% surcharge after this date

3 Avril 2023

CONTACT

Company name : Stand n° :

CONTACT ON PREPARATION AND SUPERVISING THE EVENT

Name : Company :
Tel. : E-mail :

PERSON IN CHARGE OF THE BOOTH ON SITE

Name : Company :
Tel. : E-mail :

STAND CONTRACTOR

Name : Company :
Tel. : E-mail :

BILLING INFORMATIONS

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

STAND TYPE USED

We booked a booth of sqm

- We have our booth and we will do the set up
- We will use the schell scheme booth provided by the organization
- We want to contact the Grimaldi Forum to get a custom made stand

Please write here **the sign included** with your schell scheme booth by the organization :

(20 letters maximum)

	TIME	NUMBER	UNIT PRICE EXCL TAX	TOTAL EXCL TAX
INTERNET				
<u>PRO CONNECTION</u> (to personalize X debit + set up)	Choice of your connection :		CABLE ACCESS	WIFI
Debit of 5MB	Package 4 jours	unit(s)	1329,00 €	
Debit of 10MB	Package 4 jours	unit(s)	2082,00 €	
Debit of 20MB	Package 4 jours	unit(s)	3288,00 €	
Debit of 30MB	Package 4 jours	unit(s)	4275,00 €	
<u>ADDITIONAL OPTIONS</u> (only for pro connection)				
<u>CABLE ACCESS</u>				
Additional cable access - RJ45 plug	Event package	unit(s)	100,00 €	
Fixed/public IP address put at disposal	Event package	unit(s)	100,00 €	
<u>STAFF</u>				
Configuration assistance	Event package	hour(s)	110,00 €	
			TOTAL EXCL TAX	
			VAT 20%*	
			TOTAL ALL TAX INCL	

*Note TVA : Billing exclusive of tax for every countries except France and Monaco. VAT number to provide OBLIGATORY for European countries.

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 agrees 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 company stamp

6.5 **STAND DESIGN**

YOUR EXHIBITORS ADVISOR

Matthieu TESTORY
mtestory@grimaldiform.com

DEADLINE :

3 April 2022

Booth name : Booth number :

Please mark here the connections using the followings symbols



Electrical box



Spots



Connexion internet filaire



N°/Name of the neighbor stand or N°/name of the aisles

N°/Name of the neighbor stand or N°/name of the aisles																			

1 m
1 m

N°/Name of the neighbor stand or N°/name of the aisles



6.6 SECURITY : INFORMATION FORM

YOUR EXHIBITORS ADVISOR

Matthieu TESTORY
mtestory@grimaldiforum.com

DEADLINE :

3 April 2022

Booth name : Booth number :

COMPANY

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

BOOTH STAND DECORATION COMPANY

Company name :
 Address :
 Postcode : City : Country :
 Booth name manager :
 Function :
 Tel. : 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 which could need this document to be completed
 Enclosed document
- Safety questionnaire** : to be completed only if you bring your own material on the booth (cloth, furniture or only construction material...). Please do not complete this form if you use Grimaldi Forum furniture or equipment.
 I declare not to bring, neither use any device, product which could need this document to be completed
 Enclosed document (*Thank you returning the certificates for each material with this form*)
- Personalized booth** : Please send us the floor plans of your project for our fire marshal's approval
- Certificate of electrical compliance** : to be completed only if the installation is not provided by the Grimaldi Forum
 I declare not to install any electrical fitting
 I certify that the 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 :
 Function :
 Signature :

Exhibitor's company stamp

Chief fire safety agreement



6.7 SECURITY: DECLARATION OF EQUIPMENT/MACHINERY DISPLAY IN OPERATION

Booth name : Booth 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 :

.....

.....

- The machines presented in operation have to :**
- either contain protective screens/ fixed and well adapted crankcases putting out of reach of the public, any dangerous part of the machine
 - 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.**





6.8 SECURITY: SAFETY QUESTIONNAIRE

Booth name : Booth number :

MATERIALS	THICKNESS IN MM	DESCRIPTION TRADE MARK	POSITION ON DIAGRAM	CLASSEMENT		
				REQUIRED	PROVIDED	LABORATORY CERTIFICATE N°
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		
Floor				If higher than 2cm PMR ramp obligatory. Slope : - 10% if length ≤ than 0,50m - 8% if length > than 0,50m and ≤ than 2m Width: 0.80 m Removable ramp prohibited.		
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, PVC or polycarbonate M1 - M2		
Furniture				M0 - M1 M2 - M3		
Artificial flowers				M2		



6.9 UNLOADING - RELOADING FORM : ALL VEHICLES

Unloading / reloading are not considered as parking.
For all parking request, please fill in the form next page.

TRANSPORT ASSISTANCE

Laura PASTORELLI
assistancetransport@grimaldiforum.com

DEADLINE :

3 April 2022

UNLOADING / RELOADING - FIRST COME / FIRST SERVED

The unloading and reloading is free of charge for a periode of 20 minutes on the dock

AND SHOULD NOT EXCEED TWO HOURS

If needed, and according to the agent on site, the right to free may be extended. In this case, the driver will be receiving a voucher. *After the free of charge period, each hour spent on the dock will be charged 20€, according to the rate in effect since December, 18th 2020.*



PLEASE FILL IN ONE ORDER PER VEHICLE

Booth name : Booth number :

DETAILS OF THE CARRIER COMPANY

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

VEHICLE DETAILS

Vehicle type : Semi-trailer Van Truck Other (to specify)

Plate number :

Details : Weight..... Lenght..... Width..... Height.....

UNLOADING PERIOD / RELOADING PERIOD

UNLOADING OF THE VEHICLE DURING THE SET UP planned the / / 2022 at : h

RELOADING OF THE VEHICLE DURING THE DISMANTLING planned the / / 2022 at : h



AGREED SUPPLIERS

EXHIBITOR'S GUIDE | GRIMALDI FORUM MONACO

- Forwarding agent- on site Lifting



• FORWARDING AGENT - ON SITE LIFTING



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Tél : +377 92 05 76 15
log@omm-monaco.com
www.omm-monaco.com

ORDER FORM



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ORDER FORM



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