

EXHIBITOR'S

GUIDE

USEFUL INFORMATION FOR YOUR BOOTH INSTALLATION
www.grimaldiforum.com

2021

IM|Power



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IM POWER SUPPLIERS **OFFICIAL AGREED SUPPLIERS FORMS**



YOUR CONTACT

EVENT GENERAL ORGANISATION

Rachel Lewis
Senior Client Liaison Manager | Finance
Informa Connect

240 Blackfriars,
London, SE1 8BU

rachel.lewis@informa.com
www.informaconnect.com

STANDS ORDERS

GRIMALDI FORUM

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

Matthieu TESTORY
Tel. : + 377 99 99 22 18
Email : mtestory@grimaldiform.com

1.1 IMPORTANT DATES

Deadline back for :

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

15/09/2021

Deadline back for :

- **PARKING FORM**

06/10/2021

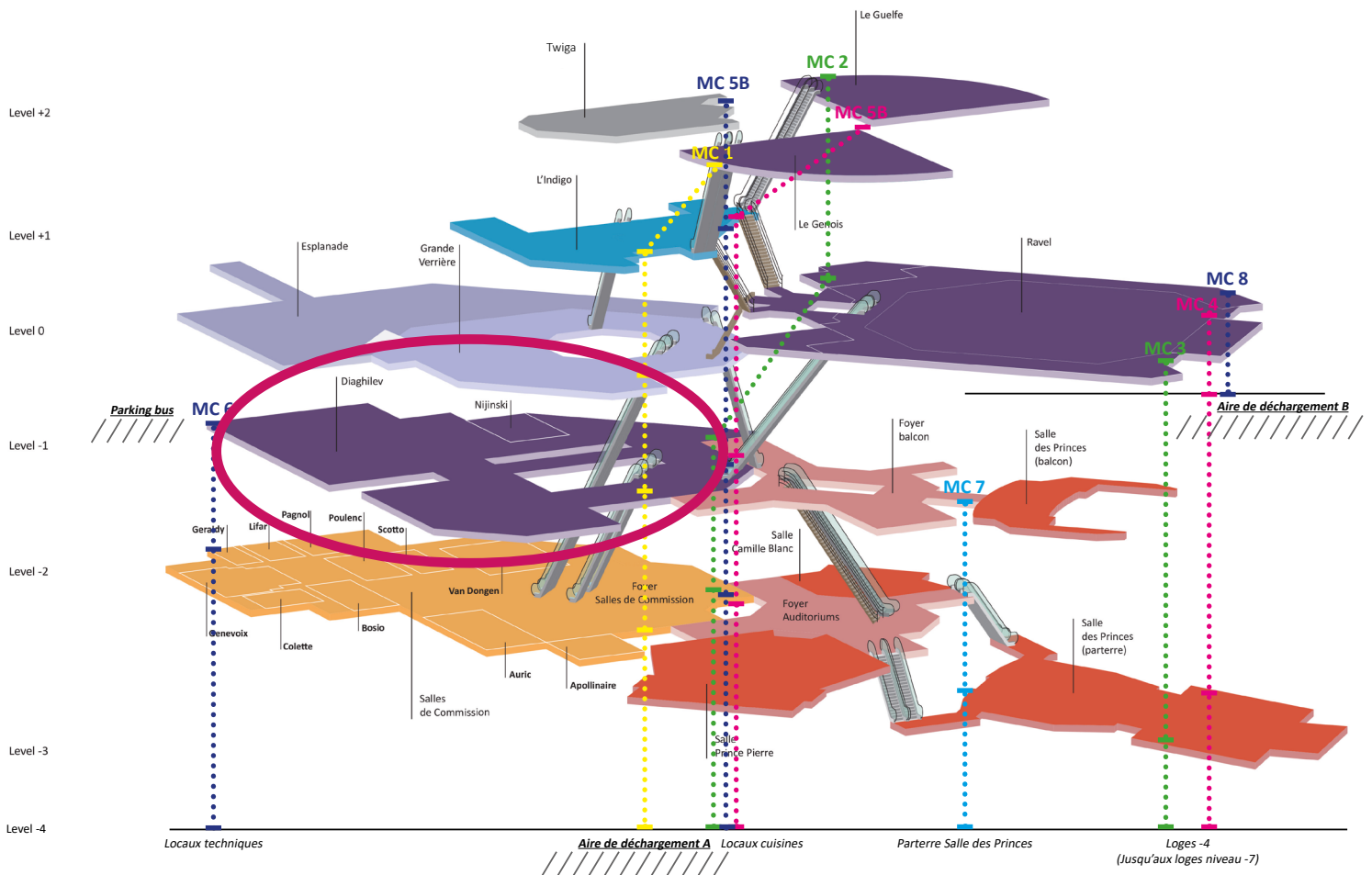
PLANNING	Date	Hours	Nature of work
Installation	Monday 18th October	from 09:00am to 07:00pm	Space only set up
	Tuesday 19th October	from 09:00am to 05:00pm from 12:00 noon to 05:00pm	Space only set up Schell scheme stands set up
Exhibitor's access	Wednesday 20th October	from 08:00am to 06:00pm	
	Thursday 21st October	from 08:00am to 06:00pm	
	Friday 22nd October	from 08:00am to 04:00pm	
Public opening / Delegate access	Wednesday 20th October	from 08:30am to 06:00pm	
	Thursday 21st October	from 08:30am to 06:00pm	
	Friday 22nd October	from 08:30am to 03:30pm	
Exhibitor's departure & dismantling	Friday 22nd October	from 04:00pm to 9:00pm	Exhibitors departure All stands 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 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 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 Diaghilev located on 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

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 :

- Precise label with name of exhibition
- Forwarded less than 8 days before the event
- Packages are less than 1m30.

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

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

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 :

- name of the carrier
- 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 0820 20 25 25 / UPS 0821 23 38 77 / FEDEX 0820 12 38 00

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.



IM|Power highly recommends that you use a freight company for stand deliveries. You deliver your stand to the freight company and the freight company delivers your stand to your booth.

IM|Power recommends Monaco Logistique.
Contact details and booking form *Available here* →



**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 :	
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 paid by the organizer.

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

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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.

The Grimaldi Forum will request permission to use these photographs as above at the time of taking the 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 is forbidden.

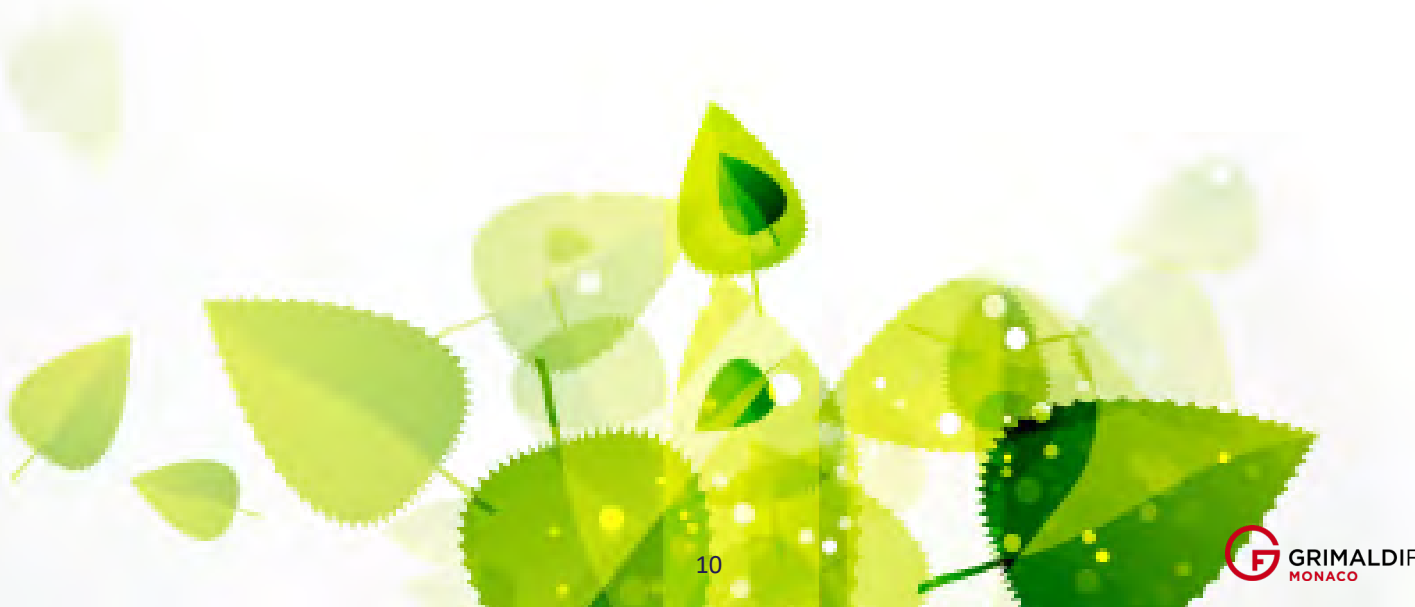


THE GRIMALDI FORUM MONACO HAS DEVELOPED AN **ECO-FRIENDLY POLICY** AND PUT INTO PRACTICE AN ENVIRONMENTAL PROGRAMME IN COMPLIANCE WITH THE **ISO 14001:2015**.

- ✔ **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 offers a new organisation of waste management, uses selected **eco-labeled products** 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 can put at your disposal big bins (waste or wood), subject to estimate, to leave the space cleaned.



2.1 ACCESS AND DELIVERY

Exhibitors and/or forwarders must respect :

- regulations relating to the transportation of goods in Monaco.
- times when Heavy Goods Vehicles movements 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.

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

2.2 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

Access by the parking truck/bus, maximum height 4.10m

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 2020).

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



2.3 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 on the following link:

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

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.

2.4 TRUCKS PARKING

Authorization for preferential rates 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 2020 is 3€ per hour for the 12 first hours, then 4€ per hour.

Upon receipt of the request and depending on 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 2.10m high

A special daily rate of 12€ 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.

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

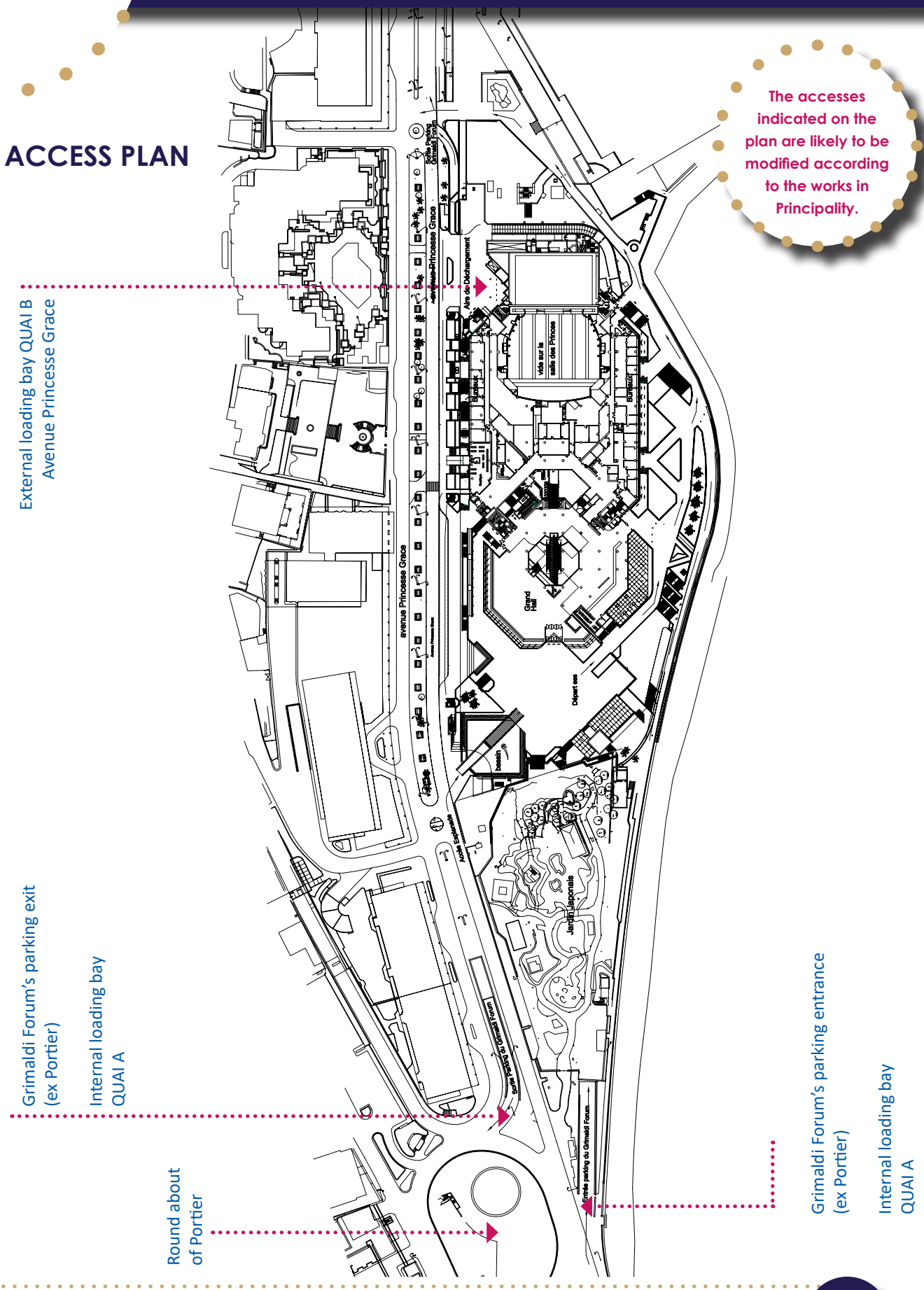
To book a parking space, please fill in and return us the « **PARKING FORM** ».

Disponibile ici →


DEADLINE : 7th SEPTEMBER 2020



2.6 ACCESS PLAN



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

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**



IMPORTANT INFORMATION :

EVENT :	
STAND NAME :	
CONTACT MOBILE PHONE :	

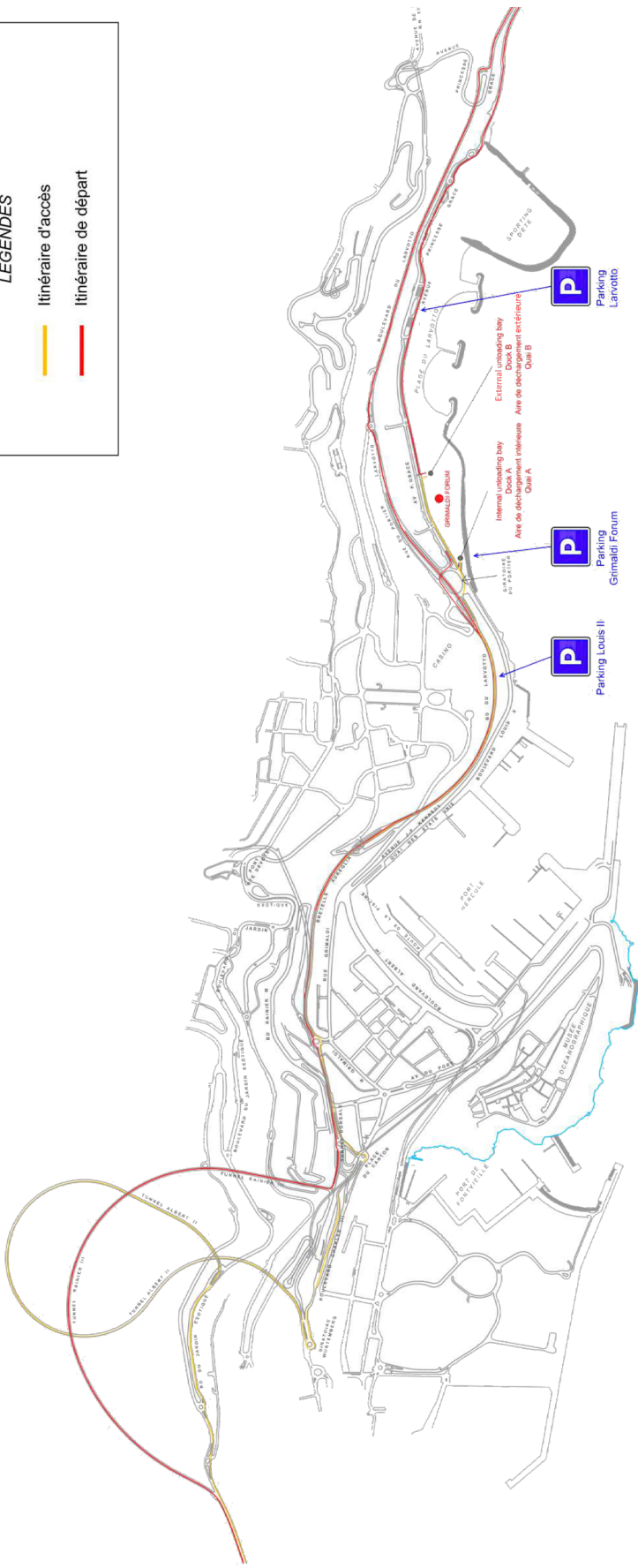


GRIMALDI FORUM MONACO
Dispositions relatives au transport
des marchandises

LEGENDES

- 4.8, 7.5m
- 2.6m
- 4.3m

Itinéraire d'accès
Itinéraire de départ



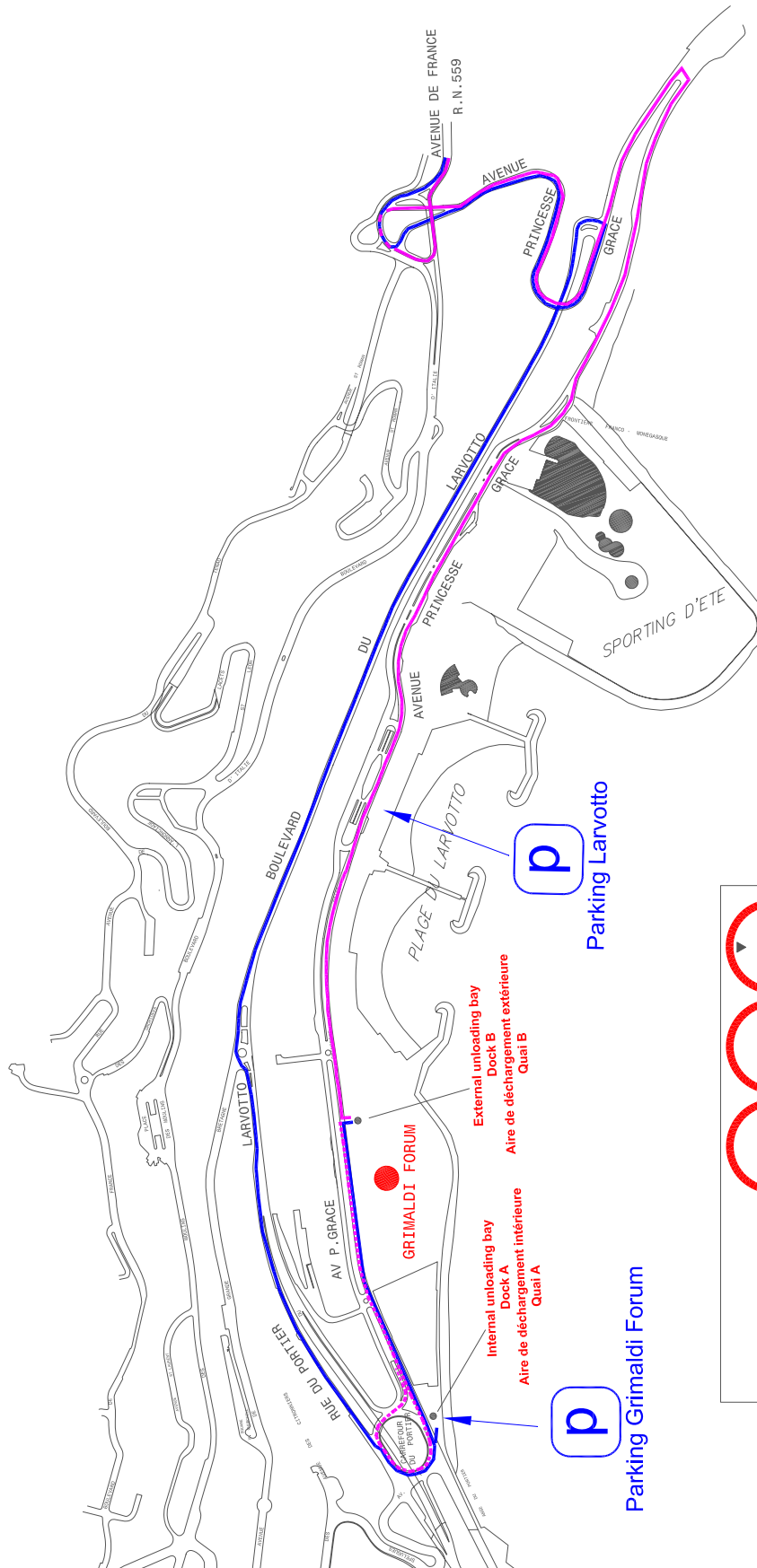
Movement of all types of Heavy Goods Vehicles is prohibited everyday from 08:00 am to 09:00 am

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

Légende :

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

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	MC 4	MC 6	MC 8
Live loads (Tons)	4.50	4.80	4.125	4.05	4.25
Cabine dimension (m)					
Width *	2.00	2.00	2.00	1.80	2.00
Depth	3.95	4.30	3.80	4.00	3.80
Height	2.20	2.20	2.20	3.40	3.60
Clear passageway (m)					
Width	1.58	1.58	1.94	1.58	1.98
Height	2.08	2.08	2.08	3.48	3.49
Spaces Served					
Level 2	Génois	Guelfe	/	/	/
Level 1	Ravel Indigo	Ravel	Ravel	/	Ravel
Level 0	Hall	/	Outdoor Delivery Bay	/	Outdoor Delivery Bay
Level -1	Diaghilev East	Diaghilev North / South	/	Diaghilev South & bus parking	/
Level -2	Upper Lobby Breakout rooms	Upper Lobby Breakout rooms	/	Breakout rooms	/
Level -4	Indoor Delivery Bay	Indoor Delivery Bay	/	/	/

*Nota : 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 :

ESPACE DIAGHILEV (MEZZANINE) - UPPER LEVEL

500 kg per sq.m.

ESPACE DIAGHILEV (MEZZANINE) - LOWER LEVEL

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 (in the absence of specific Monegasque regulations, French law will apply).
- 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

Tel : +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. 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 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 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 →



THE GRIMALDI FORUM CREATED YOUR BOOTH

- The Grimaldi Forum Monaco is at your disposal for the installation of your booth, based on a permanent support from our teams of experts (46 jobs) before and during the show !
- By choosing the Grimaldi Forum Monaco, you will benefit the **expertise of internal operational teams** covering various technical jobs.
- With us, your ideas to customize your exhibition space as you wish are unlimited and we are here to make it happen.
- The Grimaldi Forum makes sure that **all the necessary services are provided** to ensure the orderly and smooth implementation of your booth and the whole event.
- Take advantage of our permanent technical support teams (designers, arrangement, audiovisual, cleaning, IT) which are **available at any time** for improvement or modification.
- To simplify the process, you will have **one contact** at the Grimaldi Forum, he will guide you during all the steps of your project.

DISCOVER OUR DESIGNED SERVICES

Unlimited solutions to customize
your exhibition space !



CATALOGUE

EXHIBITOR'S GUIDE | GRIMALDI FORUM

- Carpet
- Communication
- Internet access
- Electrical box
- Accessories
- Audiovisual
- Hostesse
- Warehouseman
- Security agent

5.1 CARPET

- Set up
- Laying with double faces scotch tape while guaranteeing floor protection
- Polyane film removal
- Removal
- Evacuation and recycling

SHORT PILE CARPET BASIC COLOURS ON ALL SURFACES

Please precise on the order form **the chosen color**. *For other colours or floor covering please contact our services.*



8,15 € excl tax
sqm

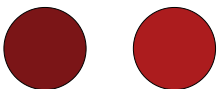
SHORT PILE CARPET MINIMUM 25 SQM ACCORDING TO COLOR CHART

Please precise on the order form **the chosen color**.
For other colours or floor covering please contact our services.

« Bright colors » :



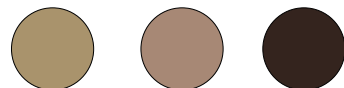
« Red colors » :



« Black and grey colors » :



« Brown colors » :



10,20 € excl tax
sqm

DOUBLE SIDE SCOTCH (2,5 CM X 25 M)

For all the carpet not layed by the Grimaldi Forum, you have to use a double adhesive tape, adapted to our ground.

18,50 € excl tax
unit

5.6 COMMUNICATION



**IP PHONE LINE INCLUDING PHONE SET
AND FREE CALLS UP TO 20,00 € (excl tax)**

100,00 € excl tax
event package

**ANALOG LINE WITHOUT PHONE SET INCLUDING 20,00 € (excl tax)
OF TELEPHONE CONSUMPTIONS FOR FAX OR CREDIT CARDS**

100,00 € excl tax
event package

**ISDN ACCESS - 128 KB/S
AN ISDN MODEM IS REQUIRED**

In case of loss, 250 € excl tax will be charged.



200,00 € excl tax
event package

All additional calls will be charged at the Monaco Telecom rates plus 40%.





IM POWER WIFI WILL BE PROVIDED. ADDITIONAL OPTIONS BELOW.

5.7 INTERNET

From the general perspective of a high-quality service, the Grimaldi Forum offers the best telecommunication services of today and does not cease to invest in order to meet the needs of its clients: high debit Ethernet network in the whole of the building, reliable and quick Internet, global Wi-Fi coverage and telephone services. Our fees vary depending on the duration and debit.

MINIMUM CONNECTION

NO GUARANTEE DEBIT Minimum connection available to check emails only	200,00 € excl tax event package
--	---

PRO CONNECTION

This is a dedicated symmetric debit that passes through directly via fiber optics.

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 configurated with WIFI.

PACKAGE

4 DAYS

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

2MB	696,00 €
5MB	1176,00 €
10MB	1849,00 €
20MB	2932,00 €
30MB	3820,00 €

Jusqu'à 200 Mb sur devis.

ADDITIONAL OPTIONS

Only for PRO CONNECTION

WIFI

SET UP OF A PRIVATE NETWORK EXCLUDING DEBIT WITH SSID AND PRIVATE PASSWORD	100,00 € excl tax per line
---	--------------------------------------

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





EACH STAND IS PROVIDED WITH ONE 1-2KW ELECTRICAL BOX. ELECTRICAL UPGRADE ON REQUEST.

5.8 ELECTRICAL BOX

MONOPHASE - 220V

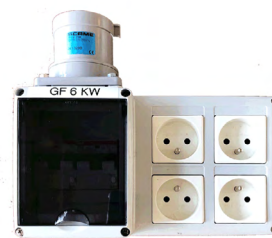
Power of 1 to 2 KW
210,00 € excl tax



Power of 3 KW
230,00 € excl tax



Power of 6 KW
250,00 € excl tax



Power of 6 KW
290,00 € excl tax

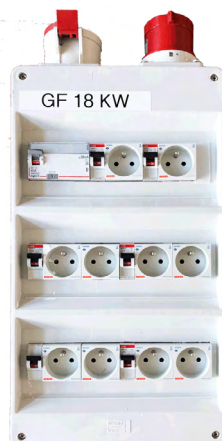


MONOPHASE AND TETRA - 380V (3P + N + T)

Power of 9 KW
1 x P17 - 16A TETRA
+ PC 10/16A
350,00 € excl tax



Power of 18 KW
1 x P17 - 32A TETRA
+ PC 10/16A
530,00 € excl tax



Please note on the order form «**STAND DIAGRAM**»

the position of the electrical box. Available here →



5.9 ACCESSORIES

PURCHASE OF ACCESSORIES POSSIBLE ON SITE ONLY :

EXTENSION LEADS	FROM 12,00 TO 18,00 € excl tax unit
MULTI PLUGS	12,00 € excl tax unit
UNIVERSAL ADAPTATORS	15,00 € excl tax unit

To help you to determine the power required :

- Coffee maker : 1,5 KW (in average)
- Refrigerator : 0,2 KW
- Computer : 0,2 KW
- Printer : 0,2 KW
- Rail of 3 spotlights : 0,3 KW
- Hairdryer : 2,0 KW



GENERAL QUOTE

- The electrical box will be located on your booth according to the stand diagram. All site modifications will be charged a minimum of 52€ (vat excl).
- Each box can supply one stand only.
- Power boxes are under the responsibility of the Grimaldi Forum. For safety reasons, it is 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.

5.11

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 PROPOSED BY THE GRIMALDI FORUM

Rental monitor FULL HD (sound included) :

	PACKAGE 3 DAYS
LED 24" (53,1 x 29,9cm)	171,00 € HT
LED 32" (70,8 x 39,8cm)	383,00 € HT
LED 40" (88,6 x 49,8cm)	515,00 € HT
LED 49" (110,7 x 62,3cm)	671,00 € HT
LED 55" (121,8 x 68,5cm)	875,00 € HT
LED 65" (143,9 x 80,9cm)	1155,00 € HT
LED 75" (166 x 93,4cm)	1775,00 € HT



Delivery and installation included



MORE

SUPPORTS Only in addition to the rental of a screen :

PACKAGE 3 DAYS
excl tax

DESK SUPPORT FOR SCREENS 24" À 40"

Included

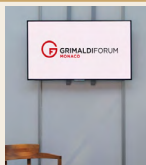
DESIGN SUPPORT STAND FOR SCREENS 32" TO 75"



160,00 €

WALL SUPPORT FOR SCREENS FROM 32" TO 55" ON RAILINGS (PACKAGE)

- On modular booths only
- Not adaptable on GF banner



145,00 €

WALL SUPPORT ON REINFORCED PARTITION (AUDIPACK) FROM 24" TO 75"

- Excluding equipped booth

on estimate

BOUQUET TV (2TV channels via IPTV)

250,00 €

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

- PC VGA
- PC HDMI
- Blu ray player
- USB key

OFFICE/ACROBAT files on USB key are not available.
LED 24" have not the USB port.

Please note on the order form
« **STAND DIAGRAM** » **the position of the screen.** Available here →



5.11 AUDIOVISUAL

SCREENS PROPOSED BY IM | Power :

**Exhibition equipment package prices
(European event)**

Monitors

22" HD LCD SCREEN	1920 X 1080 (16:9 ASPECT)	£150
32" HD LCD SCREEN	1920 X 1080 (16:9 ASPECT) VIDEO/DATA	£260
43" HD LCD SCREEN	1920 X 1080 (16:9 ASPECT) VIDEO/DATA	£340
50" HD LCD SCREEN	1920 X 1080 (16:9 ASPECT) VIDEO/DATA	£430
60" HD LCD SCREEN	1920 X 1080 (16:9 ASPECT) VIDEO/DATA	£470

Includes floor stand or wall mount bracket and speakers

Laptops and iPads are available upon request; please call for a price.

Transport & Labour

Prices include delivery, set up & collection to your exhibition stand, for the duration of the event.

Contacts and Ordering

Jonathan Ruttley
Tel: 00 44 (0)1923 202 212
Fax: 00 44 (0)1923 200 589
info@threesixtyevents.co.uk

The above represents only a small amount of the equipment that we are able to supply; please don't hesitate to call to discuss any other specific requirements that you may have.

Notes

Prices exclude VAT
Insurance is the responsibility of the hirer for the duration of the rental period
ThreeSixty Events standard terms and conditions apply
Prices quoted are valid until 31.12.21



Unit P1, Penfold Estate
Imperial Way, Watford
Hertfordshire WD24 4YY
www.threesixtyevents.co.uk

European - Exhibition equipment package prices.docx 23/02/2018 14:25

5.12

HOST

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

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 ...

BILINGUAL HOST FR/EN ON STAND DAY TIME SERVICE 8 HOURS

For example : from 09:00 am to 01:00 pm and from 02:00 pm to 06:00 pm
with one hour break and lunch provisions

275,00 € excl tax
per day

BILINGUAL HOST FR/EN ON STAND 4 HOURS SERVICE MINIMUM

165,00 € excl tax
4 hours service

BILINGUAL HOST FR/EN ON STAND ADDITIONAL HOUR DURING THE DAY

41,00 € excl tax
per hour

Please mention on the ORDER FORM :

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

Our department is at your disposal for any particular request : multilingual, particular languages.
Please contact your technical assistant. **(Contact information page 4)**



CANCELLATION CLAUSE

The hourly amounts may be adjusted by more or less 10 percent between the 15th and the 5th business day before the event.
After this recommended date, the service must be paid in full.



5.13

WAREHOUSEMAN

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

Strengthen and complete your team by receiving help for various handling.
WARNING : Warehouseman have no tools.

**WAREHOUSEMAN
4 HOURS SERVICE MINIMUM**

128,00 € excl tax
4 hours service

**WAREHOUSEMAN
ADDITIONAL HOUR DURING THE DAY**

32,00 € excl tax
per hour



5.14

SECURITY AGENT

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

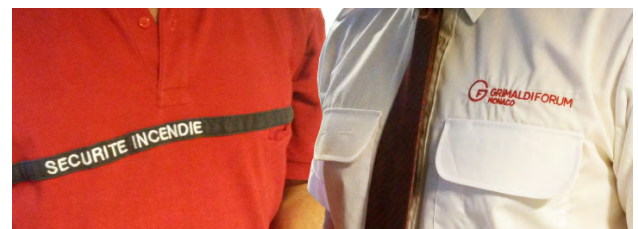
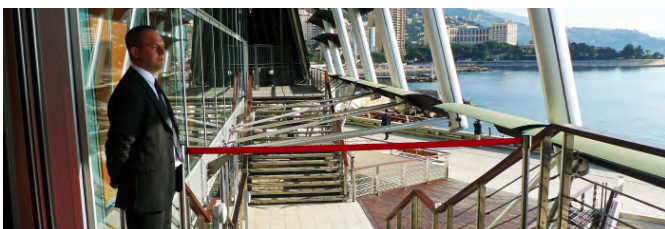
The supervision of the Grimaldi Forum is insured 24h/24h and 7 days a week,
Please order a security agent dedicated to the supervision of your stand and of your products ...

**SECURITY GUARD ON STAND
4 HOURS SERVICE MINIMUM**

114,00 € excl tax
4 hours service

**SECURITY GUARD ON STAND
ADDITIONAL HOUR DURING THE DAY**

28,50 € excl tax
per hour



Please mention on the order form :

- dates and timing
- mission and task



CANCELLATION CLAUSE FOR SECURITY

The hourly amounts may be adjusted by more or less 10 percent between the 15th and the 5th business day before the event.
After this recommended date, the service must be paid in full.

5.14 COVID SERVICES

SIGNAGE



	EXCL. VAT
DIRECTIONAL ARROWS 30x10 cm	8.00€ excl. VAT
DISTANCIATION LINE	9.00€ excl. VAT/m
DOORMAT can be used on carpet quantity available : 20	20.00€ excl. VAT

MASKS & WIPES

SURGICAL MASK sold by piece	0.95€ excl. VAT
WHITE CLOTH MASK Customizable - sold in sets of 10	4.00€ excl. VAT
BLACK CLOTH MASK Customizable - sold in sets of 10	5.00€ excl. VAT
DISINFECTING WIPES	16.00€ excl. VAT



CLEANING

CLEANING PACK including : a virucidal product and a microfiber wipe	8.33€ excl. VAT
ROOM FOGGING If room with carpet on the floor	115.00€ excl. VAT
ROOM MISTING during the lunch break	50.00€ excl. VAT

ACCESSORIES

DISINFECTING CARPET	15.00€ excl. VAT/sqm	
GEL DISPENSER quantity available : 10	220.00€ excl. VAT	
TEMPERATURE CHECK KIOSK quantity available : 10	58.00€ excl. VAT	
COUNTER WINDOW quantity available : 30	25.00€ excl. VAT	
DISINFECTING MACHINE for masks and objects (smartphone etc..)	49.00€ excl. VAT /per day	

ORDER FORMS

EXHIBITOR'S GUIDE | GRIMALDI FORUM

- Information form
- 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@grimaldiform.com

DEADLINE:
20% surcharge after this date

15/09/2021

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 want to contact the Grimaldi Forum to get a custom made stand

6.2 ORDER FORMS

	TIME	NUMBER	UNIT PRICE EXCL TAX	TOTAL EXCL TAX
CARPET (Set up, laying, polyane film removal, removal, evacuation and recycling)				
SHORT PILE GREY CARPET IS INCLUDED FOR SHELL SCHEME STANDS				
Short pile carpet basic colours on all surfaces	Event package	sqm	8,15 €	
Short pile carpet minimum 25sqm according to color chart	Event package	sqm	10,20 €	
Double side scotch	Event package	unit(s)	18,50 €	

	TIME	NUMBER	UNIT PRICE EXCL TAX	TOTAL EXCL TAX
COMMUNICATION				
IP phone line including phone set and free calls	Event package	unit(s)	100,00 €	
Analog line without phone set including telephone consumptions	Event package	unit(s)	100,00 €	
Analog line without telephone ISDN access - 128 Kb/s	Event package	unit(s)	200,00 €	
INTERNET				
MINIMUM CONNECTION (to check emails only) No guarantee debit	Event package	unit(s)	200,00 €	
PRO CONNECTION (to personalize X debit + set up)	Choice of your connection : CABLE ACCESS WIFI			
Debit of 2MB	Event package	unit(s)	696,00 €	
Debit of 5MB	Event package	unit(s)	1176,00 €	
Debit of 10MB	Event package	unit(s)	1849,00 €	
Debit of 20MB	Event package	unit(s)	2932,00 €	
Debit of 30MB	Event package	unit(s)	3820,00 €	
ADDITIONAL OPTIONS (only for pro connection)				
WIFI Set up of a private network excluding debit with ssid & password	Event package	unit(s)	100,00 €	
CABLE ACCESS Additional cable access - RJ45 plug	Event package	unit(s)	100,00 €	
Fixed/public IP address put at disposal	Event package	unit(s)	100,00 €	
STAFF Configuration assistance	Event package	hour(s)	110,00 €	
ELECTRICAL BOX				
• MONOPHASE - 220V Electrical box power of 1 to 2 KW	Event package	unit(s)	210,00 €	
Electrical box power of 3 KW	Event package	unit(s)	230,00 €	
Electrical box power of 6 KW - 4 plugs	Event package	unit(s)	250,00 €	
Electrical box power of 6 KW - 8 plugs	Event package	unit(s)	290,00 €	
• MONO ET TETRA - 380V (3P + N + T) Electrical box of 9 KW	Event package	unit(s)	350,00 €	
Electrical box of 18 KW	Event package	unit(s)	530,00 €	

	TIME	NUMBER	UNIT PRICE EXCL TAX	TOTAL EXCL TAX
AUDIOVISUAL				
<u>SCREENS</u>				
LED screen 24" FULL HD (sound included)	Event package	unit(s)	171,00 €	
LED screen 32" FULL HD (sound included)	Event package	unit(s)	383,00 €	
LED screen 40" FULL HD (sound included)	Event package	unit(s)	515,00 €	
LED screen 49" FULL HD (sound included)	Event package	unit(s)	671,00 €	
LED screen 55" FULL HD (sound included)	Event package	unit(s)	875,00 €	
LED screen 65" FULL HD (sound included)	Event package	unit(s)	1155,00 €	
LED screen 75" FULL HD (sound included)	Event package	unit(s)	1775,00 €	
<u>SUPPORTS</u>				
Desk support for screens 24" to 40"	Event package	unit(s)	included	
Design support stand for screens 32" to 75"	Event package	unit(s)	160,00 €	
Wall support for screens 32" to 55" on railings	Event package	unit(s)	145,00 €	
Wall support on reinforced partition (audipack) 24" to 75"	Event package	unit(s)	sur devis	
Provision of a bouquet TV	Event package	unit(s)	250,00 €	

	TIME	NUMBER	UNIT PRICE EXCL TAX	TOTAL EXCL TAX	
HOST					
Bilingual host on stand - day time 8 hours	day(s)		hotess(es)	275,00 €	
Bilingual host on stand - 4 hours service minimum	service(s)		hotess(es)	165,00 €	
Bilingual host on stand - additional hour during the day	hour(s)		hotess(es)	41,00 €	
WAREHOUSEMAN					
Warehouseman - 4 hours service minimum	service(s)		manut(s)	128,00 €	
Warehouseman - additional hour during the day	hour(s)		manut(s)	32,00 €	
SECURITY GUARD					
Security guard - 4 hours service minimum	service(s)		guard(s)	114,00 €	
Security guard - additional hour during the day	hour(s)		guard(s)	28,50 €	
				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 :

Signature* and exhibitor's company stamp

*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.

6.3 PAYMENT FORMAT

BANK CHEQUE to the attention of GRIMALDI FORUM SAM with the event name, booth and number name

Bank cheque number :

On :

BANK TRANSFER in Euro with the event name, booth and number name
(with the copy of the bank transfer)

SOCIÉTÉ D'EXPLOITATION DU GRIMALDI FORUM

Banque : Compagnie Monégasque de Banque, Monaco

RIB

Code banque	Code guichet	N ° de compte	Clé RIB	Swift address
17569	00001	05982300003	11	CMBM MC MX

IBAN

MC58 1756 9000 0105 9823 0000 311

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* :

Debit : event name + name + stand number

Total amount to be paid in Euro (€):

Full name of the holder :

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

* Amex : 4 numbers above the card number

SIGNATURE

Name :

First name :

Date :

Signature* and exhibitor's company stamp




*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.

6.4 ADDITIONAL INFORMATION

Booth name : Booth number :

HOST

Day 1 Number : from to
 Day 2 Number : from to
 Day 3 Number : from to
 Day 4 Number : from to
 Missions and tasks :

Language :    Others :

Clothes description/required (please contact us for picture) :

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 GUARD

Day 1 Number : from to
 Day 2 Number : from to
 Day 3 Number : from to
 Day 4 Number : from to
 Missions and tasks :

BOOTH BUILDING

• Carpet basics colors :

BLACK (ref 270) GREY (ref 262) RED (ref 271) NAVY BLUE (ref 227) BLUE (ref 265)

• Carpet more than 25sqm color to be confirmed :

AUDIOVISUAL CONNECTIONS

PC VGA DVD PC DVI - HDMI BLU RAY PLAYER USB KEY

INTERNET

SSID : Password : (min 8 characters)



6.6 SECURITY : INFORMATION FORM

YOUR EXHIBITORS ADVISOR

Matthieu TESTORY
mtestory@grimaldiforum.com

DEADLINE :

15/09/2021

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, oxgen, 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/fixes and well adapted crankses 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 pnr ramp obligatory Slope 10% if length less than 1m, 8% if length more than 1m and less 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 :

06/10/2021

UNLOADING / RELOADING - FIRST COME / FIRST SERVED

The unloading and reloading is free of charge for a periode of 20 minutes on the dock.
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 January ,1st 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 / / 2020 at : h

RELOADING OF THE VEHICLE DURING THE DISMANTLING planned the / / 2020 at : h

6.10 PARKING FORM : ONLY FOR VEHICLES HIGHER THAN 2.10M



TRANSPORT ASSISTANCE

Laura PASTORELLI
 assistancetransport@grimaldiforum.com

DEADLINE :

06/10/2021

UNLOADING / RELOADING - FIRST COME / FIRST SERVED

The preferential rate parking will be granted within the limits of the places available in one of the Principality's heavy good parks. The special rate in effect since January 1st, 2020 is 3€ per hour for the first twelve hours and then, 4€ per hour.

The amount can be paid directly at the parking pay machine.

**Preferential rate only with voucher, to take at the Grimaldi Forum.*



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.....

PARKING PERIODS :

From : / / 2020 at : h / To : / / 2020 until : h
 From : / / 2020 at : h / To : / / 2020 until : h
 From : / / 2020 at : h / To : / / 2020 until : h
 From : / / 2020 at : h / To : / / 2020 until : h



IM POWER SUPPLIERS

EXHIBITOR'S GUIDE | GRIMALDI FORUM



• SHELL SCHEME AND SPOT LIGHTS



EESL
 Sophie HOWE
 Senior Project Manager
sophie@eventexhibitions.co.uk

• FURNITURE



THORNS
hello@thorns.co.uk

CATALOGUE

• AUDIOVISUAL



THREE SIXTY EVENTS
 Jonathan RUTTLEY
jonathan@threesixtyevents.co.uk

CATALOGUE

• BOOTH CATERING



FAIRMONT
 12 Avenue des Spélugues
 98000 Monaco

MENU

• FORWARDING AGENT - ON SITE LIFTING



MONACO LOGISTIQUE
 « Le Cirius »
 6, rue Princesse Florestine MC 98000 MONACO
 +377 97 97 23 33
j.bizi@monacologistique.mc
www.monacologistique.com

PRESENTATION

ORDER FORM

GRIMALDI FORUM AGREED SUPPLIERS

EXHIBITOR'S GUIDE | GRIMALDI FORUM

- Booth catering service
- Computer equipment rental
- Furniture rental
- Plants rental
- Flower rental
- V.A.T refund
- Forwarding agent- on site Lifting



• CATERING SERVICE



SARL FAVI TRAITEUR

Service traiteurs sur stands
«Le Continental» Place des Moulins, MC 98000 MONACO
+33 4 92 28 35 28
favitraiteur@somavi.fr
<http://livraisonsurstand.groupepavillon.fr>

• COMPUTER EQUIPMENT RENTAL



KEY4EVENTS

44 boulevard d'Italie MC 98000 MONACO
+377 97 97 56 01
marie.lecomte@key4events.com
www.key4events.com

ORDER FORM

• FURNITURE RENTAL

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



CAROLI EXPO

« Athos Palace »
2, rue de la Lùjerna MC 98000 MONACO
+377 97 98 50 00
jorge.caroliexpo@groupecaroli.mc
www.caroliexpo.mc



ALIVE

16 Rue Ampère 95500 Gonesse
paris-nord@group-alive.com / Tel : 01 34
38 33 10
e.mollard@group-alive.com
<https://www.alive-groupe.fr/>

• PLANTS RENTAL



GREEN PLUS

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

ORDER FORM

• FLOWER RENTAL



GASTALDI FLEURS

25, avenue Prince Albert II MC 98000 MONACO
 +377 97 70 41 27
 info@gastaldi.com
www.gastaldimonaco.com

ORDER FORM



NARMINO SORASIO

33 Boulevard Princesse Charlotte MC 98000 MONACO
 +377 93 50 54 05
 monte-carlo@narminosorasio.com
www.narminosorasio.com

ORDER FORM

• V.A.T REFUND



MATHEZ MONACO INTERNATIONAL

19, avenue des Castelans / Stade Louis II MC 98000 MONACO
 +377 93 101 330
 mco@mmci.mc
www.mmci.mc

• FORWARDING AGENT - ON SITE LIFTING



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www.monacologistique.com

PRESENTATION

ORDER FORM