

EXHIBITOR'S

GUIDE

USEFUL INFORMATION FOR YOUR BOOTH INSTALLATION

2026



FundForum

by informa...



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YOUR CONTACT

EVENT GENERAL ORGANISATION

Idit GINSBERG
Senior Delivery Manager | Informa Connect

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Idit.Ginsberg@informa.com

STANDS ORDERS

GRIMALDI FORUM MONACO
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 Monaco

25/05/2026

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

PLANNING	Date	Hours	Nature of work
Installation	Sunday 21 June	9:00am to 7:00pm	Access for free build stands
	Monday 22 June	9:00am – 4:30pm	Shell scheme stands
		12:00pm - 4:30pm	Free build stands
		12:00pm – 4:30pm	All other stands
Exhibitor's access	Tuesday 23 June	7:00am to 6:00pm	
	Wednesday 24 June	7:00am to 6:00pm	
Public opening	Tuesday 23 June	8:00am to 6:00pm	
	Wednesday 24 June	8:00am to 6:00pm	
Exhibitor's departure & dismantling	Thursday 25 June	9:00am to 3:00pm	Exhibitors departure and breakdown

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 **Diaghilev, the Gallery and Patio** located on level -1 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

RECEIPT OF PARCELS

Packages sent by exhibitors prior to the opening of a show will only be accepted in the Grimaldi Forum subject to availability and the following conditions:

- Less than 8 days before the opening date of the event
- Volume less than or equal to 1m³ and maximum height of 1.80m
- Compulsory a detailed label stating the name of the event + the exhibition hall and the correct delivery bay (according to the information below).

Please note that the addresse is the exhibiting company and the contact written on the label must be someone from the booth (and not Matthieu Testory)

Grimaldi Forum does not accept shipments under DDU (delivery duty unpaid) incoterm and is not responsible for lost or damaged items.

Quai S2 (level - 4) open daily for the following spaces :
Ravel - Diaghilev - Guelfe - Génois - Indigo - Verrière - Atrium or foyer -2
Loading area S2 - Quai E3 (level - 1) open in the following areas:
Galerie Diaghilev - Patio area - Pinède during events only

PICK UP OF PARCELS

Exhibitors that have arranged for couriers to pick up goods within 48 hours must ensure that all items are clearly labelled with destination, company name, courier name and any authorization codes.

The Grimaldi Forum is not in charge of packaging any box and exhibitors must arranged the printing and the labels fixing by themselves.

REMINDER:

DHL +33 809 40 02 13 / UPS MONACO : +33 800.87.78.77/ FEDEX +33 820 12 38 00 /TNT +33 825 03 30 33

Grimaldi Forum EORI number : FR12056667700001

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.

Grimaldi Forum responsible for lost or damaged items left on the delivery areas



PLEASE
USE THE
LABEL ON
NEXT PAGE
→



GRIMALDI
FORUM
NEWS

**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 :	

1.6 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 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 and organization 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.

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.

For any questions please contact :

SACEM MONACO

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MATHEZ MONACO INTERNATIONAL

19 avenue des Castelans
Stade Louis II
98000 MONACO
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Fax : +377 93 101 331
onsite@mathez-monaco.com

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.



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 on to encourage the adoption of eco-friendly gestures, consumption of 100% renewable energy
- ✔ **In-house, the entire staff has confirmed its commitment to adopt an eco-friendly attitude in their daily professional activities by signing the “charter of CSR good practices”.**
A number of 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

(Bus parking + E3) : Unloading area / zone verte + logistic zone E3 located in bus parking area

A 20-minute period for unloading or reloading is granted free of charge. Beyond the free period, the rate is €20.00 per hour (current rate).

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 departures 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

AT THE ENTRANCE OF MONACO : THE PARKING OF LES SALINES, A VERY ATTRACTIVE PRICE OFFER !

For long-term parking, the Parking des Salines is available at the entrance to Monaco (on the Jardin Exotique side) for :

- 15 minutes to 4am, the rate is €7.50 instead of €14.90 in other parking.
- 4h to 12h, the rate is €11 instead of €24 for 12h parking in other parking.

A line bus connects the car park to the Grimaldi Forum (Portier stop):

<https://www.cam.mc/horaires/0-45>



CAR PARKS NEAR THE GRIMALDI FORUM

For your information, other parking lots are available around the Grimaldi Forum, at rates set by the Principality's public parking services.

Find out more about parking availability on <https://www.monaco-parkings.mc/dispo>

For further information, please do not hesitate to contact us.



2.7 ACCESS PLAN

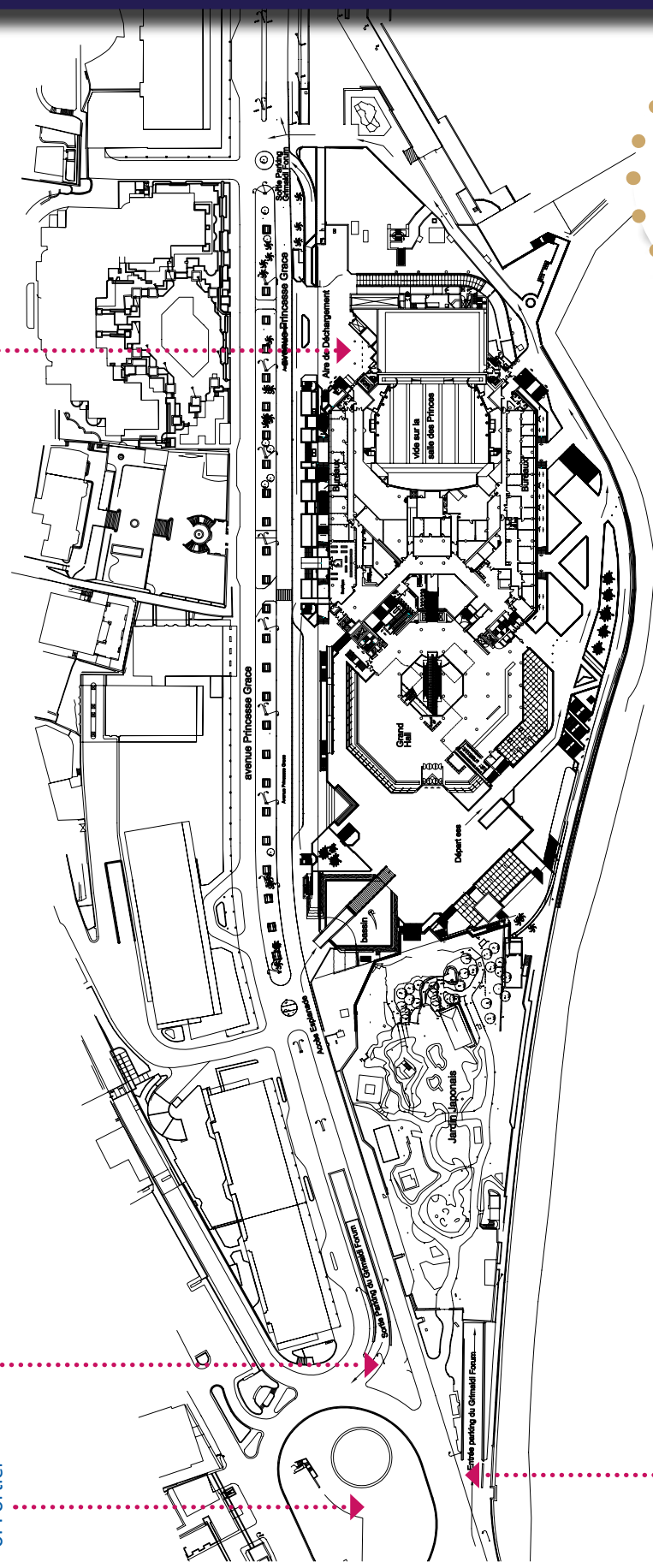
The accesses indicated on the plan are likely to be modified according to the works in Principality.

External loading bay QUAI B
4 Avenue Princesse Grace

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

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



IMPORTANT INFORMATION :

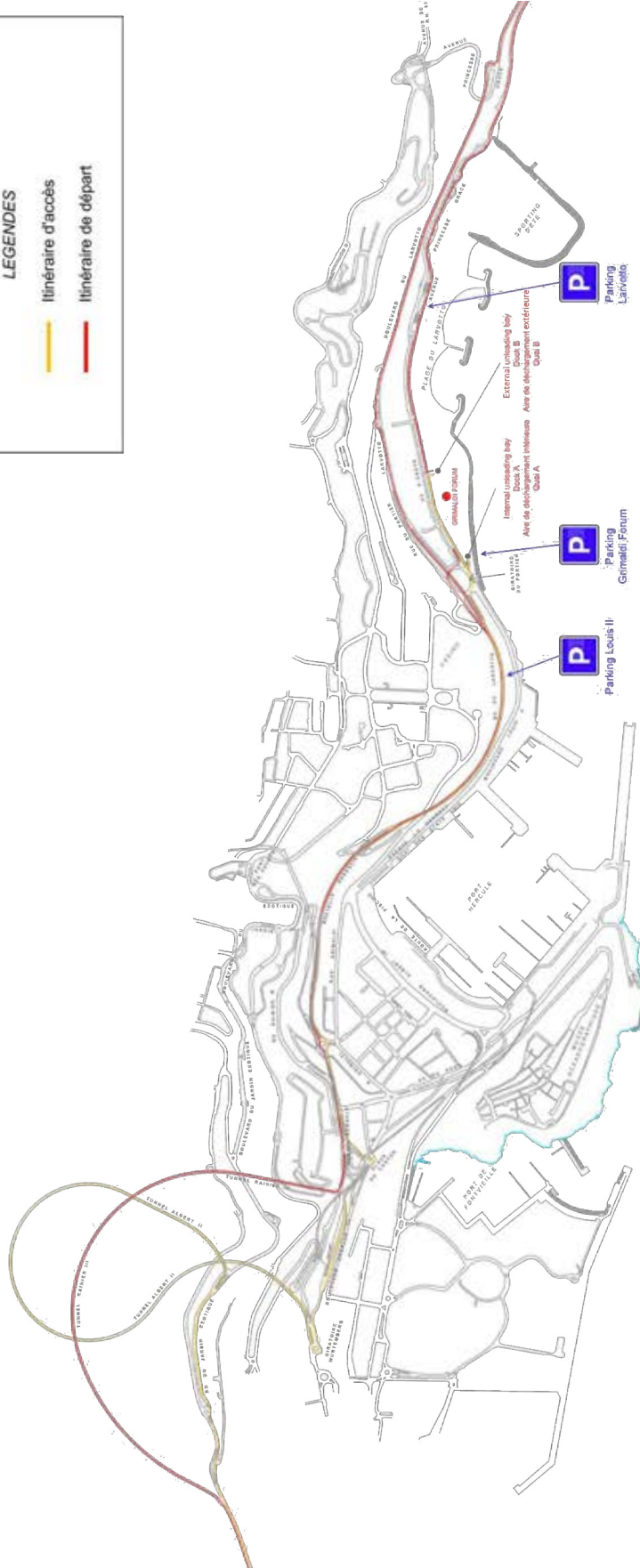
EVENT :	
STAND NAME :	
CONTACT MOBILE PHONE :	

GRIMALDI FORUM MONACO
Dispositions relatives au transport
des marchandises



LEGENDES

- 4.3m
- 2.6m
- 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

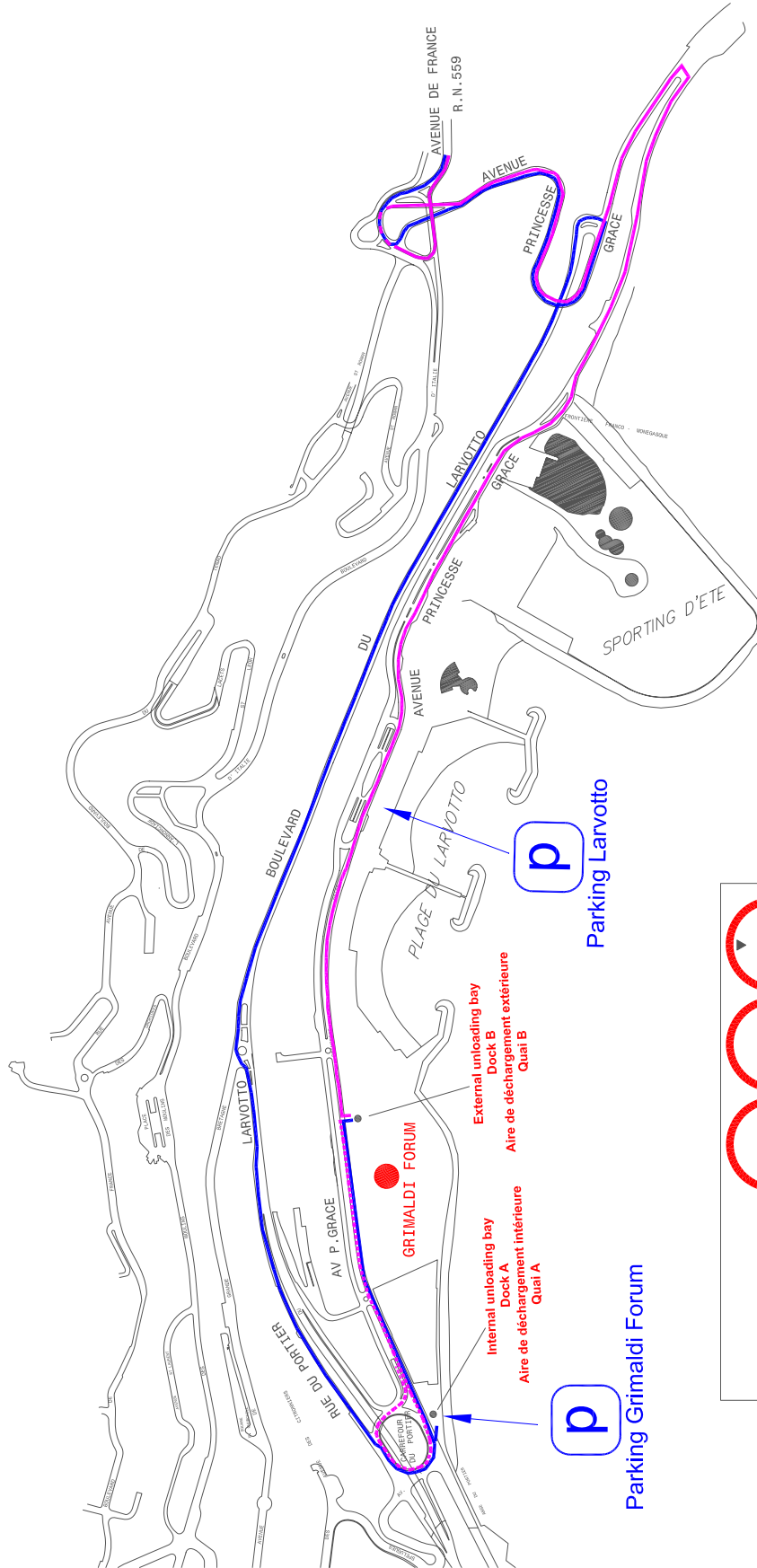
Circulation des poids lourds interdite entre 8h et 9h tous les jours



Cars park only



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.



Légende :

- Itinéraire d'accès depuis l'Italie. (Blue line)
- Itinéraire de départ vers l'Italie. (Pink line)
- 7,5 t (Weight limit)
- 4,30m (Height limit)
- 3,80m (Height limit)
- 2,60m (Height limit)
- Internal unloading bay Dock A / Aire de déchargement intérieure / Quai A
- External unloading bay Dock B / Aire de déchargement extérieure / Quai B



Cars park only

3.1 GOODS LIFT

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

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

	MC 1	MC 2	MC 4	MC 6	MC 8	EXTENSION	
	MC 1	MC 2	MC 4	MC 6	MC 8	MC 20	MC 21
Live loads (Tons)	4.50	4.80	4.125	4.05	4.25	4.40	4.50
Cabine dimension (m)							
Width *	2.00	2.00	2.00	1.80	2.00	2.00	2.50
Depth	3.95	4.30	3.80	4.00	3.80	4.10	5.50
Height	2.20	2.20	2.20	3.40	3.60	2.50	2.50
Clear passageway (m)							
Width	1.58	1.58	1.94	1.58	1.98	2.00	2.50
Height	2.08	2.08	2.08	3.48	3.49	2.50	2.50
Spaces Served							
Level 2	Génois	Guelfe	/	/	/		
Level 1	Ravel Indigo	Ravel	Ravel	/	Ravel		
Level 0	Hall	/	Outdoor Delivery Bay	/	Outdoor Delivery Bay		
Level pinède	/	/	/	/	/	Pine Trees Hall	Pine Trees Hall
Level -1	Diaghilev East	Diaghilev North / South	/	Diaghilev South & bus parking	/	Logistics zone	Logistics zone
Level -2	Upper Lobby Breakout rooms	Upper Lobby Breakout room	/	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 :

DIAGHILEV SPACE (MEZZANINE) - UPPER LEVEL	500 kg per sq.m.
DIAGHILEV SPACE (MEZZANINE) - LOWER LEVEL	500 kg per sq.m.
FOYER (LOWER GROUND FLOOR)	500 kg per sq.m.
HALL SPACE (FLOOR 0)	500 kg per sq.m.
LE CARRÉ	500 kg par m ²
GALERIE DIAGHILEV	500 kg par m ²
SALLES PATIO	500 kg par m ²

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

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

Ministerial Decree No. 2017-893 of 21 December 2017, adopted pursuant to Law No. 1.441 of 5 December 2016 on the accessibility of the built environment in the Principality of Monaco, establishes precise requirements aimed at ensuring the accessibility of exhibition halls with stands. Each stand must be accessible through an entrance without a threshold or equipped with an inclined threshold. If an elevation of less than or equal to 2cm cannot be avoided, it must be rounded or equipped with a cut-off (inclined) angle. This elevation can be up to 4 cm if a gentle slope (maximum 33%) is present over its entire height. Successive steps are prohibited. Furniture, equipment and signage must be designed to be usable by all, especially by people with reduced mobility or of small size. In addition, elevators serving all levels accessible to the public are located at strategic locations of the building, to ensure smooth circulation and compliance with accessibility standards.

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 safety 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 →





CATALOGUE

EXHIBITOR'S GUIDE | GRIMALDI FORUM MONACO

- Cleaning
- Internet access
- Electrical box
- Hostess
- Warehouseman
- Security agent

5.1 CLEANING

BEFORE OPENING (June 23)

- The booth constructed by the Grimaldi Forum are delivered clean.
- For booths not installed by the Grimaldi Forum, cleaning before opening :
 - Disposal of waste and cardboard boxes
 - Removal of protection film and carpets vacuum cleaning
 - Partitions vacuum cleaning
 - Emptying and replacement of rubbish bags
 - Cleaning of rental furniture
 - Disinfection of the booth (all fittings, furniture, computers / mouse / keyboard)
 - Dusting of clear horizontal and vertical surfaces (head height)
 - Removal of fingerprints on objects and mirrors

1,14 € excl tax
sqm / day

DURING THE SHOW (June 24)

Daily cleaning of booths (for all stands from the 2nd day) done in the morning before opening:

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

0,99 € excl tax
sqm / day

1 Set of bins including :

- 1 regular bin for various wastes
- 1 selective sorting out bin for the packaging and the paper



13,00 € excl tax
event package

5.1 CLEANING

- The Grimaldi Forum uses selected **eco-labeled products**.
- The Grimaldi Forum has set up a selective sorting of waste at all stages of its activity. By ordering a sorting rubbish bin, you contribute to develop this approach by recycling your waste according our customs.
 - During the set-up of stands, the GFM put at disposal of the builders **several kinds of containers** to allow a recycling adapted to your waste: • Boxes • glasses • wood • Recyclable paper and packaging • non-recoverable materials (wastes, plastic, non-recyclable carpets...). The plan of their location is available on site.
 - **Every evening** during the exhibition, **please leave your waste in the aisles** separating bottles and boxes of other wastes.
 - At the end of the event, **the space must be returned cleaned of all waste**. It belongs to the exhibitor for the evacuation of waste and in case of raw space, all elements of the stand including carpet. The Grimaldi Forum can put at your disposal **big bins (waste or wood)**, subject to estimate, to leave the space cleaned.
 - Waste left on site will be charged to the exhibitor on simple presentation of a unilateral statement by the Grimaldi Forum. When you leave, you can ask to make a declaration to the technical assistant that you have left your stand cleaned of all waste.

5.2 INTERNET

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 3 DAYS

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

5MB	1015,00 €
10MB	1604,00 €
20MB	2555,00 €
30MB	3338,00 €

Until 200mb on request

ADDITIONAL OPTIONS Only for PRO CONNECTION

CABLE ACCESS

ADDITIONAL CABLE ACCESS - RJ45 PLUG

104,00 € excl tax
event package

FIXED/PUBLIC IP ADDRESS PUT AT DISPOSAL

104,00 € excl tax
event package

STAFF

CONFIGURATION ASSISTANCE

122,00 € excl tax
per hour

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

Available here →



5.3

ELECTRICAL BOX

In addition to the eventual stand package

ELECTRICAL BOX WITH 1 SOCKET 10/16A AVAILABLE AT LEAST
(Some plugs are used for the rails installation and for your material)

MONOPHASE - 220V

Power of 1 to 2 KW
21x13cm

239,00 € excl tax



Power of 3 KW
21x23cm

267,00 € excl tax



Power of 6 KW
41x25cm

332,00 € excl tax



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

Power of 9 KW
1 x P17 - 16A TETRA
+ PC 10/16A
41x25cm

399,00 € excl tax



Power of 18 KW
1 x P17 - 32A TETRA
+ PC 10/16A
54x25cm

597,00 € excl tax



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

the position of the electrical box. Available here →



5.4 ACCESSORIES

PURCHASE OF ACCESSORIES POSSIBLE ON SITE ONLY :

EXTENSION LEADS 3M OR 5M	15,00 € excl tax unit
EXTENSION LEADS 10M	20,00 € excl tax unit
MULTI PLUGS	15,00 € excl tax unit
UNIVERSAL ADAPTATORS	16,00 € 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 64 € (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.

5.5

HOSTESS

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 HOSTESS 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

280,00 € excl tax
per day

BILINGUAL HOSTESS FR/EN ON STAND 4 HOURS SERVICE MINIMUM

168,00 € excl tax
4 hours service

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

42,00 € excl tax
per hour

HOSTESSE MEAL

Mandatory for any day with 8 hours of work and more

15,90 € excl tax
unit

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, model..
Please contact your exhibitors advisor. **(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.



5.6 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** **147,00 € excl tax**
4 hours service

**WAREHOUSEMAN
ADDITIONAL HOUR DURING THE DAY** **37,00 € excl tax**
per hour

5.7 SECURITY
These rates apply for daily hours from 7 am to 9 pm (for security guards). 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

**SECURITY GUARD ON STAND
4 HOURS SERVICE MINIMUM** **131,00 € excl tax**
4 hours service

**SECURITY GUARD ON STAND
ADDITIONAL HOUR DURING THE DAY** **32,70 € excl tax**
per hour

VIDEO SURVEILLANCE

PERSONALISED STAND MONITORING **443,00 € excl tax**
event package

PERSONALISED STAND MONITORING WITH A DEDICATED VIDEO OPERATOR **ON ESTIMATE**

FIRE DETECTION

FIRE DETECTOR ON STAND **235,00 € excl tax**
event package



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.



ORDER FORMS

EXHIBITOR'S GUIDE | GRIMALDI FORUM MONACO

- Information form
- Order forms
- Stand diagram
- Safety questionnaire



**COMPULSORY FILE TO RETURN
BACK TO GRIMALDI FORUM.**



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

25/05/2026

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 FundForum

6.2 ORDER FORMS

	TIME	NUMBER	UNIT PRICE EXCL TAX	TOTAL EXCL TAX
CLEANING				
<u>BEFORE OPENING</u> STANDS NOT BUILT BY FUNDFORUM Complete booth cleaning before opening (23th June)	1 day	sqm	1,14 €	
<u>DURING THE SHOW</u> ALL STANDS Daily cleaning of booths (24th June) Set of bins (including 1 regular bin and 1 selective sorting bin)	1 day Event package	sqm unit(s)	0,99 € 13,00 €	
ELECTRICAL BOX				
<ul style="list-style-type: none"> • MONOPHASE - 220V Electrical box power of 1 to 2 KW Electrical box power of 3 KW Electrical box power of 6 KW - 8 plugs • MONO ET TETRA - 380V (3P + N + T) Electrical box of 9 KW Electrical box of 18 KW 	Event package Event package Event package Event package Event package	unit(s) unit(s) unit(s) unit(s) unit(s)	239,00 € 267,00 € 332,00 € 399,00 € 597,00 €	
INTERNET				
<u>PRO CONNECTION</u> (to personalize X debit + set up)	Choice of your connection :		CABLE ACCESS	WIFI
Debit of 5MB	Package 2 days	unit(s)	1015,00 €	
Debit of 10MB	Package 2 days	unit(s)	1604,00 €	
Debit of 20MB	Package 2 days	unit(s)	2555,00 €	
Debit of 30MB	Package 2 days	unit(s)	3338,00 €	
<u>ADDITIONAL OPTIONS</u> (only for pro connection)				
CABLE ACCESS Additional cable access - RJ45 plug Fixed/public IP address put at disposal	Event package Event package	unit(s) unit(s)	104,00 € 104,00 €	
STAFF Configuration assistance	Event package	hour(s)	122,00 €	

	TIME	NUMBER	UNIT PRICE EXCL TAX	TOTAL EXCL TAX
HOSTESS				
Bilingual hostess on stand - day time 8 hours	day(s)	hostess(es)	280,00 €	
Bilingual hostess on stand - 4 hours service minimum	service(s)	hostess(es)	168,00 €	
Bilingual hostess on stand - additional hour during the day	hour(s)	hostess(es)	42,00 €	
Hostesse meal	Event package	unit(s)	15,90 €	
WAREHOUSEMAN				
Warehouseman - 4 hours service minimum	service(s)	manut(s)	147,00 €	
Warehouseman - additional hour during the day	hour(s)	manut(s)	37,00 €	
SECURITY				
Security guard - 4 hours service minimum	service(s)	guard(s)	131,00 €	
Security guard - additional hour during the day	hour(s)	guard(s)	32,70 €	
Personalised stand monitoring	Event package	unit(s)	443,00 €	
Personalised stand monitoring with video operator	Event package	unit(s)	on estimate	
Fire detector on stand	Event package	unit(s)	235,00 €	
				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

6.3 PAYMENT FORMAT

BANK CHEQUE to the attention of GRIMALDI FORUM SAM with the event name, booth and number name
Bank cheque number :
Name of events :

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 : A secure payment link will be sent

Payments made with American Express must not exceed €5000.

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 :

HOSTESS

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 :

INTERNET

SSID : Password : (min 8 characters)



6.5 STAND DIAGRAM

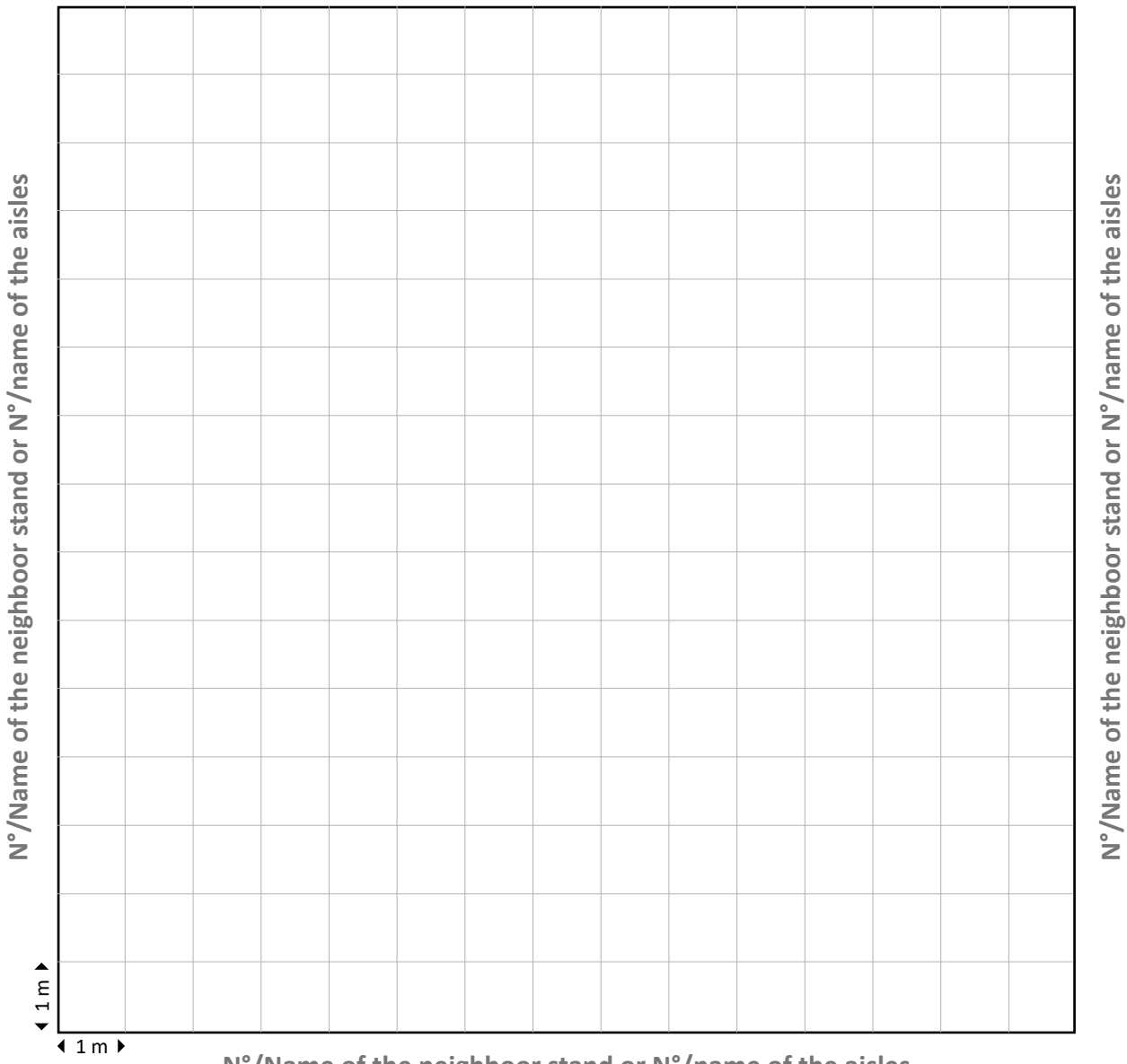
Booth name : Booth number :

Please mark here the connections using the followings symbols

 Electrical box

 Internet connexion

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



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 :

25/05/2026

Booth name : Booth number :

COMPANY

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

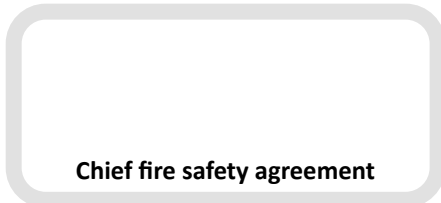
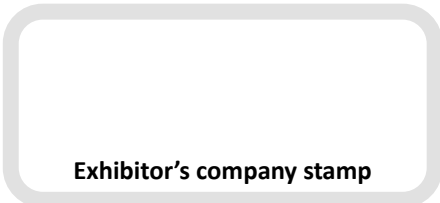
BOOTH STAND DECORATION COMPANY

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 :





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 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		



AGREED SUPPLIERS

EXHIBITOR'S GUIDE | GRIMALDI FORUM MONACO

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



• CATERING SERVICE



FAIRMONT MONTE CARLO

12 avenue des Spélugues

+377 93156706

Paola.Giraud@Fairmont.com

<https://www.fairmont.fr/monte-carlo/dining/private-dining-by-fairmont-monte-carlo/>

• 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

• FLOWER RENTAL



GASTALDI FLEURS

25, avenue Prince Albert II MC 98000 MONACO

+377 97 70 41 27

info@gastaldimonaco.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

onsite@mathez-monaco.com

www.mmci.mc

• 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

ORDER FORM