

ORDER FORMS

EXHIBITOR'S GUIDE | GRIMALDI FORUM MONACO

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



COMPULSORY FILE TO RETURN
BACK TO GRIMALDI FORUM.

DEADLINE:
20% surcharge after this date

12/02/2025

**MANDATORY
RETURN**

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

STANDS FROM A to F

Charlotte MOUCHET

+ 377 99 99 22 07

cmouchet@grimaldiform.com

STANDS FROM G to M

Paloma MAAS

+ 377 99 99 22 17

pmaas@grimaldiform.com

STANDS FROM N to V

Matthieu TESTORY

+ 377 99 99 22 18

mtestory@grimaldiform.com

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 INFORMATION

Company name :

Address :

Postcode : City : Country :

VAT number (European companies only) :

STAND TYPE USED

We booked a booth of sqm

We have our booth and we will do the set up

We will use the schell scheme booth provided by the organization

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

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

(20 letters maximum)

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 carpet basic colours on all surfaces	Event package	sqm	9,45 €	
Short pile carpet minimum 25sqm according to color chart	Event package	sqm	12,00 €	
Double sided adhesive tape	Event package	unit(s)	19,50 €	
SIGN				
Fascia sign and structure including digital impression	Event package	lm	27,50 €	
Mackrolon sign (name & number of the stand)	Event package	unit(s)	35,00 €	
Extra cost for logo on sign	Event package	unit(s)	53,00 €	
PARTITIONING				
Melamine-coated panels with aluminium frame	Event package	lm	40,00 €	
Lockable door aluminium frame	Event package	unit(s)	113,00 €	
Glass partition with hard top and bottom	Event package	lm	80,00 €	
Storage 1sqm	Event package	unit(s)	137,00 €	
Storage 2sqm	Event package	unit(s)	173,00 €	
Equipped storage 1sqm	Event package	unit(s)	213,00 €	
Equipped storage 2sqm	Event package	unit(s)	250,00 €	
PERSONALIZED BOOTH				
Aluminium venitian blinds	Event package	unit(s)	65,00 €	
Shelves (1m x 0,30m)	Event package	unit(s)	30,00 €	
Triple hat rack	Event package	unit(s)	43,50 €	
Adhesive pannels	Event package	lm	184,00 €	
Banner stretched on frame	Event package	lm	241,00 €	
Light box	Event package	unit(s)	459,00 €	
CLEANING				
BEFORE OPENING on 27, 28, 29 MARCH 2025 MANDATORY RAW SPACES Complete booth cleaning before opening	3 days	sqm	3,36 €	
DURING THE SHOW ALL STANDS Set of bins (including 1 regular bin and 1 selective sorting bin) Cleaning pack including virucide and microfibre wipe	Event package Event package	unit(s) unit(s)	12,50 € 12,00 €	
AFTER THE SHOW STANDS NOT BUILD BY THE GRIMALDI FORUM Removal and cleaning of the carpet, supplied and laid by the exhibitor or stand builder during dismantling	1 day	sqm	7,00 €	

	TIME	NUMBER	UNIT PRICE EXCL TAX	TOTAL EXCL TAX
COMMUNICATION				
Analog line without phone set including telephone consumptions	Event package	unit(s)	100,00 €	
INTERNET				
PRO CONNECTION (to personalize X debit + set up)	Choice of your connection : CABLE ACCESS WIFI			
	including set up the day before :			
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 €	
ELECTRICAL BOX				
• MONOPHASE - 220V				
Electrical box power of 1 to 2 KW	Event package	unit(s)	235,00 €	
Electrical box power of 3 KW	Event package	unit(s)	262,00 €	
Electrical box power of 6 KW - 8 plugs	Event package	unit(s)	326,00 €	
• MONO ET TETRA - 380V (3P + N + T)				
Electrical box of 9 KW	Event package	unit(s)	392,00 €	
Electrical box of 18 KW	Event package	unit(s)	585,00 €	
ELECTRICAL INSTALLATION				
Rail of 3 spots « AGATA » - 9w LED	Event package	unit(s)	95,00 €	
Additional spotlight « AGATA » - 9w LED	Event package	unit(s)	34,00 €	
Rail of 3 spots « NUOVO » - 9w LED	Event package	unit(s)	95,00 €	
Additional spotlight « NUOVO » - 9w LED	Event package	unit(s)	34,00 €	
Installation of a plug according to a plan 10/16A staff included	Event package	unit(s)	64,00 €	

	TIME	NUMBER	UNIT PRICE EXCL TAX	TOTAL EXCL TAX
AUDIOVISUEL				
<u>SCREENS</u>				
LED screen 43" FULL HD (sound included)	Package 3 days	unit(s)	558,00 €	
LED screen 55" FULL HD (sound included)	Package 3 days	unit(s)	945,00 €	
LED screen 65" FULL HD (sound included)	Package 3 days	unit(s)	1231,00 €	
LED screen 75" FULL HD (sound included)	Package 3 days	unit(s)	2006,00 €	
LED screen 98" FULL HD (sound included)	Package 3 days	unit(s)	4111,00 €	
<u>SUPPORTS</u>				
Desk support for screens 22" to 43"	Package 3 days	unit(s)	Included	
Wall support for screens 32" to 65" on railings	Package 3 days	unit(s)	155,00 €	
Design support stand for screens 32" to 75"	Package 3 days	unit(s)	218,00 €	
Beyond 75"	Package 3 days	unit(s)	on estimate	
<u>OPTIONS</u>				
Brightsign player	Package 3 days	unit(s)	82,00 €	

	TIME	NUMBER	UNIT PRICE EXCL TAX	TOTAL EXCL TAX
HOSTESS				
Bilingual hostess on stand - day time 8 hours	day(s)		hotess(es)	275,00 €
Bilingual hostess on stand - 4 hours service minimum	service(s)		hotess(es)	165,00 €
Bilingual hostess on stand - additional hour during the day	hour(s)		hotess(es)	41,00 €
WAREHOUSEMAN				
Warehouseman - 4 hours service minimum	service(s)		manut(s)	144,00 €
Warehouseman - additional hour during the day	hour(s)		manut(s)	36,00 €
SECURITY				
Security guard - 4 hours service minimum	service(s)		guard(s)	128,00 €
Security guard - additional hour during the day	hour(s)		guard(s)	32,00 €
Personalised stand monitoring	Event package		unit(s)	435,00 €
Personalised stand monitoring with video operator	Event package		unit(s)	on estimate
Fire detector on stand	Event package		unit(s)	232,00 €
			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 : 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

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 :

BOOTH BUILDING

- **Carpet basics colors :**

BLACK (ref 270)



GREY (ref 262)



RED (ref 271)



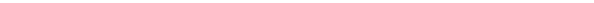
NAVY BLUE (ref 227)



BLUE (ref 265)



• Carpet more than 25sqm color to be confirmed :

• **Additional sign :**  (up to 20 characters)

AUDIOVISUAL CONNECTIONS

PC DVI - HDMI

USB KEY

INTERNET

SSID : Password : (min 8 characters)

DEADLINE:

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RETURN

6.5 STAND DIAGRAM

Booth name : Booth number :

Please mark here the connections using the followings symbols



Electrical box



Additional sockets



Screen



Internet connexion



Spots



Also indicate panel, doors, etc...

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

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

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

DEADLINE :

12/02/2025

MANDATORY
RETURN
RAW SPACES

YOUR EXHIBITORS ADVISOR

STANDS FROM A to F

Charlotte MOUCHET

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STANDS FROM G TO M

Paloma MAAS

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STANDS FROM N to V

Matthieu TESTORY

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mtestory@grimaldiforum.com

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

DEADLINE :

12/02/2025



6.7

SECURITY: DECLARATION OF EQUIPMENT/MACHINERY DISPLAY IN OPERATION

Booth name : Booth number :

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

Heat engines or combustion engines :
Smoke generator :
Butane – propane gas :
Other high risk gases (acetylene, oxygen, hydrogen ect) :
Type :
Quantity :
Radioactive source :
X-rays :
Laser :
Appliance generating open flame :

SPECIAL RISKS

Electrical power source of over 100 KVA :
Power consumption :
Flammable liquids (other than in motor vehicle fuel tanks) :
Type :
Quantity :
Type of use :

DESCRIPTION OF EQUIPMENT OR MACHINERY DISPLAY IN OPERATION

Brief description :
.....
.....

The machines presented in operation have to :

- either contain protective screens/fixed and well adapted 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.



DEADLINE :

12/02/2025

MANDATORY
RETURN
RAW SPACE

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		