

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

DEADLINE:
20% surcharge after this date

13/02/2026

**MANDATORY
RETURN**

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 numbers from A to G

Paloma MAAS

+ 377 99 99 22 17

pmaas@grimaldiforum.com

STANDS numbers in H and T

Morgan LOISEL

+ 377 99 99 22 07

mloisel@grimaldiforum.com

STANDS numbers from N to S, and V

Matthieu TESTORY

+ 377 99 99 22 18

mtestory@grimaldiforum.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	9,65 €	
Short pile carpet minimum 25sqm according to color chart	Event package	sqm	12,50 €	
Double sided adhesive tape	Event package	unit(s)	20,00 €	
SIGN				
Fascia sign and structure including digital impression	Event package	lm	28,00 €	
Mackrolon sign (name & number of the stand)	Event package	unit(s)	36,00 €	
Extra cost for logo on sign	Event package	unit(s)	54,00 €	
PARTITIONING				
Melamine-coated panels with aluminium frame	Event package	lm	41,00 €	
Lockable door aluminium frame	Event package	unit(s)	115,00 €	
Glass partition with hard top and bottom	Event package	lm	82,00 €	
Storage 1sqm	Event package	unit(s)	140,00 €	
Storage 2sqm	Event package	unit(s)	177,00 €	
Equipped storage 1sqm	Event package	unit(s)	217,00 €	
Equipped storage 2sqm	Event package	unit(s)	255,00 €	
PERSONALIZED BOOTH				
Aluminium venitian blinds	Event package	unit(s)	66,00 €	
Shelves (1m x 0,30m)	Event package	unit(s)	31,00 €	
Triple hat rack	Event package	unit(s)	44,00 €	
Adhesive pannels	Event package	lm	188,00 €	
Banner stretched on frame	Event package	lm	246,00 €	
Light box	Event package	unit(s)	468,00 €	
CLEANING				
BEFORE OPENING on 26, 27, 28 MARCH 2025 MANDATORY RAW SPACES Complete booth cleaning before opening + daily cleaning	3 days	sqm	3,42 €	
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)	13,00 € 12,30 €	
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	7,20 €	

	TIME	NUMBER	UNIT PRICE EXCL TAX	TOTAL EXCL TAX
COMMUNICATION				
Analog line without phone set including telephone consumptions	Event package	unit(s)	102,00 €	
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 €	
ADDITIONAL OPTIONS (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 €	
ELECTRICAL BOX				
• MONOPHASE - 220V Electrical box power of 1 to 2 KW Electrical box power of 3 KW Electrical box power of 6 KW - 8 plugs	Event package Event package Event package	unit(s) unit(s) unit(s)	239,00 € 267,00 € 332,00 €	
• MONO ET TETRA - 380V (3P + N + T) Electrical box of 9 KW Electrical box of 18 KW	Event package Event package	unit(s) unit(s)	399,00 € 597,00 €	
ELECTRICAL INSTALLATION				
Rail of 3 spots « AGATA » - 9w LED Additional spotlight « AGATA » - 9w LED Rail of 3 spots « NUOVO » - 9w LED Additional spotlight « NUOVO » - 9w LED	Event package Event package Event package Event package	unit(s) unit(s) unit(s) unit(s)	97,00 € 35,00 € 97,00 € 35,00 €	
Installation of a plug according to a plan 10/16A staff included	Event package	unit(s)	65,00 €	

	TIME	NUMBER	UNIT PRICE EXCL TAX	TOTAL EXCL TAX
AUDIOVISUEL				
<u>SCREENS</u>				
LED screen 43" FULL HD (sound included)	Event package	unit(s)	563,00 €	
LED screen 55" FULL HD (sound included)	Event package	unit(s)	950,00 €	
LED screen 65" FULL HD (sound included)	Event package	unit(s)	1236,00 €	
LED screen 75" FULL HD (sound included)	Event package	unit(s)	2011,00 €	
LED screen 98" FULL HD (sound included)	Event package	unit(s)	4123,00 €	
<u>SUPPORTS</u>				
Desk support for screens 22" to 43"	Event package	unit(s)	Included	
Wall support for screens 32" to 65" on railings	Event package	unit(s)	155,00 €	
Design support stand for screens 32" to 75"	Event package	unit(s)	218,00 €	
Beyond 75"	Event package	unit(s)	on estimate	

	TIME	NUMBER	UNIT PRICE EXCL TAX	TOTAL EXCL TAX
HOSTESS				
Bilingual hostess on stand - day time 8 hours	day(s)		hotess(es)	280,00 €
Bilingual hostess on stand - 4 hours service minimum	service(s)		hotess(es)	168,00 €
Bilingual hostess on stand - additional hour during the day	hour(s)		hotess(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 :			

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)

