



## **ORDER FORMS**

EXHIBITOR'S GUIDE | GRIMALDI FORUM MONACO

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



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 INFORMATIONS

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

### STAND TYPE USED

We booked a booth of ..... sqm

We have our booth and we will do the set up

We will use the schell scheme booth provided by the organization

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

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

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(20 letters maximum)

6.2

## ORDER FORMS

	TIME	NUMBER	UNIT PRICE EXCL TAX	TOTAL EXCL TAX
<b>CARPET</b> (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 €	
<b>SIGN</b>				
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 €	
<b>PARTITIONING</b>				
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 €	
<b>PERSONALIZED BOOTH</b>				
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 €	
<b>CLEANING</b>				
<b>BEFORE OPENING on 26, 27, 28 MARCH 2025</b>				
<b>MANDATORY RAW SPACES</b>				
Complete booth cleaning before opening + daily cleaning	3 days	sqm	3,42 €	
<b>DURING THE SHOW</b>				
<b>ALL STANDS</b>				
Set of bins (including 1 regular bin and 1 selective sorting bin)	Event package	unit(s)	13,00 €	
Cleaning pack including virucide and microfibre wipe	Event package	unit(s)	12,30 €	
<b>AFTER THE SHOW</b>				
<b>STANDS NOT BUILD BY THE GRIMALDI FORUM</b>				
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
<b>COMMUNICATION</b>				
Analog line without phone set including telephone consumptions	Event package	unit(s)	102,00 €	
<b>INTERNET</b>				
<b>PRO CONNECTION</b> (to personalize X debit + set up)	<b>Choice of your connection :</b>	CABLE ACCESS	WIFI	
	<i>including set up the day before :</i>			
Debit of <b>5MB</b>	Event package	unit(s)	1176,00 €	
Debit of <b>10MB</b>	Event package	unit(s)	1849,00 €	
Debit of <b>20MB</b>	Event package	unit(s)	2932,00 €	
Debit of <b>30MB</b>	Event package	unit(s)	3820,00 €	
<b>ADDITIONAL OPTIONS</b> (only for pro connection)				
<b>CABLE ACCESS</b>				
Additional cable access - RJ45 plug	Event package	unit(s)	104,00 €	
Fixed/public IP address put at disposal	Event package	unit(s)	104,00 €	
<b>STAFF</b>				
Configuration assistance	Event package	hour(s)	122,00 €	
<b>ELECTRICAL BOX</b>				
<b>• MONOPHASE - 220V</b>				
Electrical box power of 1 to 2 KW	Event package	unit(s)	239,00 €	
Electrical box power of 3 KW	Event package	unit(s)	267,00 €	
Electrical box power of 6 KW - 8 plugs	Event package	unit(s)	332,00 €	
<b>• MONO ET TETRA - 380V (3P + N + T)</b>				
Electrical box of 9 KW	Event package	unit(s)	399,00 €	
Electrical box of 18 KW	Event package	unit(s)	597,00 €	
<b>ELECTRICAL INSTALLATION</b>				
Rail of 3 spots « AGATA » - 9w LED	Event package	unit(s)	97,00 €	
Additional spotlight « AGATA » - 9w LED	Event package	unit(s)	35,00 €	
Rail of 3 spots « NUOVO » - 9w LED	Event package	unit(s)	97,00 €	
Additional spotlight « NUOVO » - 9w LED	Event package	unit(s)	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
<b>AUDIOVISUEL</b>				
<b>SCREENS</b>				
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 €	
<b>SUPPORTS</b>				
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
<b>HOSTESS</b>				
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 €	
<b>WAREHOUSEMAN</b>				
Warehouseman - 4 hours service minimum	service(s)	manut(s)	147,00 €	
Warehouseman - additional hour during the day	hour(s)	manut(s)	37,00 €	
<b>SECURITY</b>				
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 €	
<b>TOTAL EXCL TAX</b>				
<b>VAT 20%*</b>				
<b>TOTAL ALL TAX INCL</b>				

\*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 :**



**AUDIOVISUAL CONNECTIONS**

PC DVI - HDMI

USB KEY

**INTERNET**

SSID : ..... Password : ..... (min 8 characters)

## 6.5 STAND D

## DEADLINE:

13/02/2026



Booth name : ..... Booth number : .....

**Please mark here the connections using the followings symbols**



## Electrical box



## Internet connexion



## Additionnal sockets



## Spots



## Screen



Also indicate panel, doors, etc...

Nº/Name of the neighbor stand or Nº/name of the aisles

A blank grid for mapping a trade show floor plan. The grid is 10 columns wide and 15 rows high. The x-axis is labeled 'N°/Name of the neighbour stand or N°/name of the aisles' and the y-axis is labeled 'N°/Name of the neighbour stand or N°/name of the aisles'. A scale bar indicates 1 m.