

organizer:



Europe House
47-53 Lascar Catargiu Blvd
010665 București, Sector 1 – Romania
Foundations & Association Reg: 69/10.06.2009
CUI: RO 25691572
IBAN: RO25BACX 0000 0004 0871 8000
Unicredit Bank

**Exhibition of equipment, products,
technologies and solutions for facility
management and support services.
International Conference, training
courses and Experience Area**



**9-11 November 2017,
ROMEXPO Exhibition Centre**

STAND CONSTRUCTION ORDER FORM

No.....|...../...../...../2017

Deadline: 30 September 2017

Exhibitor coordinates:

Company name	
Address: Street; city; country; Post code	
Phone	
Email	
Trade register number/tax code	
Bank account(IBAN)	
Bank	

Contact person:

Name/Surname	
Mobile phone	
Email	

Correspondence address

(to be filled in if differs from the address above)

Address Street, city; country, postal code	
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The order shall be done by fax or email:

+4021 313 2444
 office@rofma.ro

ORDER: STAND CONSTRUCTION

We order the items listed below and, at the same time, accept the conditions of participation in the Contract Agreement and the Technical Terms of Fairs and Exhibitions organized in the ROMEXPO Exhibition Center.

OPTIONS: (please tick the desired option)

A. Stand construction with the organizer

A.1. Stand construction and fitting

No	Stand type*	Office (1 mp)		Requested area	Fascia Board** Company name (L 200 cm / H 30 cm)
		YES	NO		
1	1 free side				
2	2 free sides				
3	3 free sides				
4	4 free sides				

*) Standard stand variants are listed in the appendix.

**) The fascia board (one for each free side of the stand) will be written in standard, blue (or other color on request). If the name of the company is not filled in, it will be executed with the name of the company completed in the Contract.

A.2. Customized stand construction and fitting

No	Stand description***	Requested area	Fascia Board** Company name (L 200 cm / H 30 cm)
1			

**) The fascia board (one for each free side of the stand) will be written in standard, blue (or other color on request). If the name of the company is not filled in, it will be executed with the name of the company completed in the Contract.

***) The specific requirements and the desired equipment will be detailed (constructive system, lighting system, floor type, equipment, etc.)

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B. Stand construction in own design

The stand will be arranged by the exhibitor with its own materials and building elements, the exhibitor presenting to the Organizer proofs in this respect.

For own design, a fee will be invoiced for the project approval and utilities access: 2 euro / sqm + VAT.

List of staff to perform the stand design / decommissioning			
No	Name and First Name	During Time	Intervals of

C. Stand construction / arrangement by third party

The construction / arrangement of the stand may be performed only by the companies authorized by the Organizer to carry out this activity at the Romexpo Exhibition Center.

For planning with third-party companies the bill for project approval and utilities access will be invoiced at 3 euro / sqm + VAT

Contact details of the third party that will construct the stand	
Company name	
Address	
Contact person	
Phone	
Fax	
Email	
Mobile phone (of the contact person)	

For either Option B or C, the exhibitor will send the draft to the Organizer at scale, which must include:

- Plan of the quoted stand, furnished, specifying the destination of the premises (exhibiting, office, deposit, etc.)
- All facades (corresponding to the free and built sides), with the respective elevations and the position of the graphics (company name, logo, etc.)
- General axonometric perspective with positional graphics
- Blueprint of electrical and sanitary installations, specifying the type of electrical connection (mono or three-phase and installed), the position of the electrical switchboard, of the sockets and of the lighting fixtures, of other consumers (machines in operation), the position of the water supply and drainage connection
- Technical report

NOTE:

- The layout plan of the lighting circuits will comply without exception with the norms and regulations for the electrical installations in force; the obligation to interrupt lighting in the stand (daily at the end of the program) rests exclusively with the exhibitor.
- The technical memo will include the description of the construction system, the materials and finishes used for the floor, the walls and

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ceiling of the stand, and the designer's commitment to comply with the technical rules and provisions contained in the Terms and Conditions of Fairs and Exhibitions organized in Romexpo.

- The design and technical memo must be clearly signed by the designer and endorsed by the exhibiting firm.
- For staircases or graphic support structures, the maximum admissible height is 5.00 m. The organizer does not endorse the project in terms of resistance. Responsibility for the stand construction belongs exclusively to the exhibitors.
- The documentation is mandatory regardless of the stand design. It is necessary to present the way in which the rented space is delineated, as well as the observation of the free sides and the built sides (the way of delimitation, closure of stand)
- The documentation will be edited in A3 or A4 format and will be submitted for approval by e-mail to office@rofma.ro in JPG, Corel 9-11 (saved in curves) or Autocad 2005-2007.
- Responsibility for compliance with legislation, occupational safety and health, environmental and fire protection training for exhibitor or manufacturer's employees, rests exclusively with the exhibitor and / or the builder.
- The stand construction is allowed only if the stand has been approved by the Organizer.
- It is forbidden to make aerial constructions over the access and access halls, as well as the placement of advertising graphics above these walkways.

Date of submission of the documentation	
Exhibitor	Name
	Stamp and signature

Exhibition management	Date of receipt of the documentation	
	Document approval date	
	Signature	