



IMPORTANT TECHNICAL RULES AND DEADLINES

PLEASE READ CAREFULLY

EXHIBITION

- **STAND AND HALL FLOORPLAN**, including Hall and Stand number
- Dates, and time useful for assembly and dismantling
- Technical exhibition manual

COMPULSORY TECHNICAL FORMS (if required)

(signed +company mark and filled in anagraphical)

Not necessary in original, you can send them by fax or e-mail

*If on website, please send us your **username + password***

- **FORMS ITALY:** Fireproof materials, Electrical installation certifications, Labour work form
- Suspension and hanging, steel cables form (if included in your stand)
- **FORMS ITALY-EU:** Electrical connections (**always necessary**),
- **FORMS ITALY-EU:** Connection of water and compressed air (if included in your stand)
- **Always** inform us about **machinery** and **other equipment** Kw consumption, Ampere and socket connections (pc, projectors, lcd/plasma, kettles, cooking plates, etc.)
- Manpower for your products installation needs is not included, and must be agreed with our company

WORKING PASSES (AT LEAST 20 DAYS BEFORE EXHIBITION)

- - Vehicles passes (if required) - Workers badges (if required)

GRAPHICS

- **Vinyl cut-outs logos & slogan:** only VECTOR logos (.EPS, .AI, .PDF) or FONT TYPE.
- **Digital prints:** tiff, jpg, eps o pdf in real dimensions scale 1:1 minimum resolution 100 DPI ; We have our own FTP space for loading.
For each file we suggest to include print previews in low resolution
- **IMPORTANT:** Files must be print ready. We usually cannot modify client's files if not agreed with our commercial Dpt (extra cost required)
- Please remember that backlight digital print on plexiglass usually are brighter, so take care to calibrate file colours accordingly.
- **Deadline for files delivery:** At least **2 weeks before** the beginning of the set-up. After deadline we'll not be able to guarantee realisation, or it'll have an extra cost.

STAND CLEANING: We deliver stands with general cleaning included. We suggest you to order night cleaning fair service cause, due to your products installation or due to fair night general halls cleaning, stand could be dirty again!

STAND DELIVERY usually occurs in the morning of the previous day before the beginning of the show. and the client is always required on the stand, to sign delivery form.
Please inform us about further delay, and remember to give us name of the person in charge and mobile number.

Acknowledgement of receipt

Client _____