



EXHIBITOR'S MANUAL

- 2009 -

ORDER FORMS

(Please return all necessary forms within the stated deadlines)

Form	Title	Compulsory	Deadline	Return to
1	Exhibitor Passes and additional services	Yes	30 April 2009	ARA Exhibition Secretariat
2	Exhibition Invitations		30 April 2009	ARA Exhibition Secretariat
3	Exhibitor's Profile	Yes	15 April 2009	ARA Exhibition Secretariat
4	Advertisement		15 April 2009	ARA Exhibition Secretariat
5	Fascia Lettering and Logo	Yes, for standard scheme	1 June 2009	ARA Exhibition Secretariat
6	Furniture and Accessories	Additional Elements List	1 June 2009	ARA Exhibition Secretariat
7	Security			ARA Exhibition Secretariat
8	Stand Cleaning			ARA Exhibition Secretariat
9	Telephone and Data Connection		1 May 2009	ARA Exhibition Secretariat



FORM 1. EXHIBITOR PASSES

Deadline: 30 April 2009
Compulsory form

Please use this form to order passes for your booth personnel. All personnel in the exhibition hall must wear identification passes at all times. Passes can be collected from the registration desk upon arrival.

The price of the base vouchers for all the additional services provided by the organizers is 200 euro (VAT included). *(Additional services comprise the Official bag of the event, EXPO APA 2009 Catalogue, technical Conference proceedings, lunches for 22 – 23 – 24 June and dinners for 22 – 23 June 2009, promotional materials)*

Additional services	Price in euro	Please check
	200 euro

Please fill out the appropriate names and company names (copy form if more passes are needed).

First name and last name	Job title	Company	Country
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Company	Booth number
Authorized by (name)	
Tel.	Cell phone
Fax.	
E-mail	Date
Signature and Company stamp	

Please return this form by fax/ e-mail to:

ARA Exhibition Secretariat
 Contact: Cristina POPESCU
 Fax: +40 21 316 27 88
 E-mail: secretariat@ara.ro



FORM 2. EXHIBITION INVITATIONS

Deadline: 30 April 2009

With this form you are able to order invitations to invite your own (local) customers and/or business associates to visit you at the exhibition free of charge. The invitations you order will be sent to you by the end of May. Please state the number of invitations requested. The number of invitations delivered is subject to availability.

We would like to receive _____ exhibition invitations

Company	Booth number
Authorized by (name)	
Tel.	Cell phone
Fax.	
E-mail	Date
Signature and Company stamp	

Please return this form by fax/ e-mail to:

ARA Exhibition Secretariat

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Fax: +40 21 316 27 88

E-mail: secretariat@ara.ro



FORM 3. EXHIBITOR'S PROFILE

Deadline: 15 April 2009
Compulsory form

Your company will be listed in the official ARA Catalogue **free of charge**. Please provide this information **via e-mail**.
 The format is A5. See template below :

Name of the Company LOGO

Address

.....

Phone..... Fax

E-mail

Contact person

Phone (mobile)

Company details (description of activity, products. equipments, services, and any other relevant information, 2 representative photos)

.....

(or in any other arrangement you like, but in A5 form)

Company	Booth number
Authorized by (name)	
Tel.	Cell phone
Fax.	
E-mail	Date
Signature and Company stamp	

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FORM 4. ADVERTISEMENT IN THE EXHIBITION CATALOGUE

Deadline: 15 April 2009

An exhibition directory is provided free of charge to all Congress Delegates. This directory will be part of the Congress program and includes listings of all exhibitors, the exhibition floor plan, articles and advertisements. The advertisement possibilities are:

<u>Full Colour</u>	<u>Price in €</u>	<u>Please check</u>
one full page, back cover	-	__SOLD__
one full page, inside front cover	550	_____
one full page, inside back cover	550	_____
one full page, inside	350	_____

Remarks: Advertisement will be invoiced in full upon reservation of advertisement space. Payment is due within 15 days of the date of the relevant invoice. Advertisement space will be assigned on a "first come, first served" basis upon the receipt of this Advertisement Booking Form. VAT included.

Deadline for material and specifications on the material will be send until 15 April 2009.

Company	Booth number
Authorized by (name)	
Tel.	Cell phone
Fax.	
E-mail	Date
Signature and Company stamp	

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FORM 5. FASCIA LETTERING AND LOGO

Deadline: 1 June 2009

Compulsory form when using Standard Scheme

Fascia name

Standard Letterings (for Standard Scheme ONLY) – ARIAL BLACK

PLEASE USE BLOCK CAPITALS

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

If your fascia name details are not received by the deadline date, the company name details in your contract will be used.

This standard lettering name is free of charge (1 x per booth). Alterations and special requests will be charged extra.

Special Letterings or Logo

It is possible to apply for special lettering – assignments (e.g. logo's). Please tick the box to ask for a quotation.

Please give us a quotation for the special lettering/ logo as the example attached.

Company	Booth number
Authorized by (name)	
Tel.	Cell phone
Fax.	
E-mail	Date
Signature and Company stamp	

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FORM 6. FURNITURE AND ACCESSORIES

Deadline: 1 June 2009

C O D E	SERVICE	TARIFFS		
		UM	(EURO/UM)	ORDE RED QUA NTITY
1	BUIDING IN STAND			
1.1	Panel in structure (2500x1000)	buc / piece	30	
1.2	Panel in structure (2500x500)	buc / piece	28	
1.3	Panel with window (2500x1000)	buc / piece	34	
1.4	Panel with window (2500x500)	buc / piece	28	
1.5	Folding door	buc / piece	42	
1.6	Curtain	buc / piece	15	
1.7	Blinds	buc / piece	10	
1.8	Podium h = 10 cm	sqm	10	
1.9	Carpet + protecting rap	sqm	12	
2	FURNITURE			
2.1	Table with cromed legs (800x1200x700 mm)	buc / piece	45	
2.2	Table with cromed legs(800x800x700 mm)	buc / piece	40	
2.3	Chair	buc / piece	25	
2.4	Showcase (1000x1000x2000 mm) 2 rafturi	buc / piece	115	
2.5	Showcase (1000x500x2000 mm) 2 rafturi	buc / piece	75	
2.6	Desk with showcase (1000x500x1000 mm)	buc / piece	55	
2.7	Desk (1000x500x750mm)	buc / piece	65	
2.8	Desk Info (1000x500x1000mm)	buc / piece	65	
2.9	Folding door closet (1000x500x1000 mm)	buc / piece	60	
2.1 0	Display cube (500 x 500 x 500) mm	buc / piece	22	
2.1 1	Parallelepiped (500 x 500 x 1000) on hight	buc / piece	34	
2.1 2	Parallelepiped (500 x 1000 x 500) on width	buc / piece	36	
2.1 3	Shelf in structure	buc / piece	10	
2.1 4	Coat rack	buc / piece	15	
2.1 5	Table bar type	buc / piece	44	
2.1 6	Chair bar type	buc / piece	26	
3	EQUIPMENTS			
3.1	Wasted paper basket	buc / piece	6	
3.2	Ashtray	buc / piece	3	
3.3	Decorative plants	buc / piece	60	
3.4	Fan with leg	piece / day	10	
3.5	Refrigerator	buc / piece	95	
3.6	Sink and faucet	buc / piece	0	
3.7	Coffee machine	piece / day	15	
3.8	TV Plasma	piece / day	160	
3.9	DVD player	piece / day	50	

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FORM 7. SECURITY

PALACE OF PARLIAMENT IS A MILITARY OBJECTIVE. SECURITY OF THE EXHIBITION IS PROVIDED IN THE SIGNED CONTRACT.

PLEASE NOTE THAT THE ORGANISER WILL NOT BE LIABLE FOR ANY LOSS WHICH MAY OCCUR FOR EXHIBITORS WHO DO NOT TAKE APPROPRIATE SECURITY MEASURES TO SAFEGUARD THEIR EXHIBITS DURING AND AFTER DELIVERY OF SUCH EXHIBITS TO THEIR STANDS.



FORM 8. STAND CLEANING

CLEANING IS PROVIDED IN THE SIGNED CONTRACT. CLEANING WILL BE PERFORMED IN THE MORNING / EVENING AND EVERYTIME IS NEEDED (EMPTY THE WASTE BASKETS).



FORM 9. TELEPHONE AND DATA CONNECTIONS

Deadline: 1 May 2009

TELEPHONE / FAX CONNECTION

Specify how many units are needed.....

GSM HANDY (excl. call charges)

Not returned or lost GSM 300 euro **100 euro/unit**

INTERNET CONNECTION

Specify how many units are needed.....

Company	Booth number
Authorized by (name)	
Tel.	Cell phone
Fax.	
E-mail	Date
Signature and Company stamp	

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