

EXHIBIT RATE Form

EXHIBITING RATES

Basic Area per Sq.m € 175

Other Items

Registration Fee (compulsory for each exhibitor)	€ 750.00
Catalogue entry represented company each	€ 60.00
Hosted Company + Registration Fee (in case of more companies inside the stand)	€ 600.00

VAT must be added to these figures, if due.

NOTES:

The estimate for participation includes: registration fee + turnkey stand area multiplied by sq.m of area allocated.

Example of a basic estimate

EXHIBITOR ESTIMATE EXAMPLE			
Registration Fee	€	750.00	+
Turnkey stand area € 175 x 16 sq.m	€	2,800.00	+
Total	€	3,550.00	+ VAT

STAND EQUIPMENT:

All stands are equipped with carpet and fitted as follows:

Office area (according to sq.m allocated), partition panels; indication of the exhibiting firm name, 1 desk and 3 chairs; illumination, with 3 spotlight for 16 sq.m.;

Companies who intend **fitting out their stands or exhibit spaces directly** must apply to Italian Exhibition Group SpA by and no later than **7 September 2018**, the bare area cost is the same as that of the fitted area.

ELECTRICITY SUPPLIES: conditions and costs

Electricity will be supplied exclusively during the exhibition opening hours according to the following table:

2 kW – 4 kW – 6 kW with a single-phase 220 Volt supply

10 kW – 15 kW – 20 kW – 30 kW – 40 kW with a three-phase 380 Volt supply.

For requests of power supply enter your online reserved area in e-commerce services section. It will be activated after the area allocation.

For electricity supply applications received after the 7 September 2018 deadline, the cost of the supply will be equal to a 30% + VAT surcharge.

In the event of further requests made during set-up work, such as an increase in power, or change of the power source point, the charge for the necessary work requested by Fiera di Roma will be added to the above rates.

VAT must be added to those figures.

For more information about registration fees and rates see Rules and Regulations of participation.

Other services available: furnishing and fitting rent, cleaning, interpreters and hostess staff, loading and unloading items, audiovisual equipment renting etc. These and more other services can be booked after signing the exhibiting area proposal.

For further information visit the website: www.enada.it

ENADA ROMA 2018 – TECHNICAL FORM

GENERAL INFORMATION AND DEADLINE Form

IMPORTANT DEADLINES:

AREA BOOKING AND TECHNICAL DEADLINES	REGISTRATION PROCEDURE:	A) The application form must be filled in and sent by post. IMPORTANT: forward the application form via email expo@iegexpo.it (For further details see General Rules and Regulations Chap. I Art. 2)
	AREA ALLOCATION	MAY Exhibitors together with the Participation Proposal must send proof of the down payment as indicated in the document Participation Proposal.
	BALANCE DEADLINE	7 SEPTEMBER deadline for forwarding Italian Exhibition Group the total balance payment for the exhibiting area allocated (Chap II Art. 3 of General Rules & Regulations).
	STAND PLANNING	1 SEPTEMBER Deadline for the presentation of stand fitting & layout design must be uploaded in the Restricted Area Section STAND PROJECTS
	SERVICES BOOKING	7 SEPTEMBER Cut-off date for the presentation of the forms for ordering services (Available in the Reserved area of the exhibition)

WITHDRAWAL RULES	UNTIL 10 AUGUST 2018	If the written cancellation reaches the Organizer no later than 10 AUGUST 2018 , the penalty will be equal to an amount corresponding to the registration fee
	BEFORE 7 SEPTEMBER	If the written cancellation reaches the Organizer from 7 SEPTEMBER 2018 , the penalty will be equal to an amount corresponding to the deposit as determined in the signed exhibiting proposal
	AFTER 7 SEPTEMBER	if the written cancellation reaches the Organizer from the date of 7 SEPTEMBER 2018 , penalty will be equal to an amount corresponding to the entire balance due as determined in the signed exhibiting proposal

FOR FURTHER ENQUIRY:

	SECTOR	TEAM	TELEPHONE +39	EMAIL
Brand Manager	BRAND MANAGER	Orietta Foschi	0541 744 258	orietta.foschi@iegexpo.it
Info for exhibitors, exhibiting space sale , general information about the exhibition	SALES ACCOUNT	Eleonora Giovannini Amanda Reggiani	0541 744 477 0541 744 321	eleonora.giovannini@iegexpo.it amanda.reggiani@iegexpo.it
Technical assistance: online reserved area, services request (e-commerce)	TECHNICAL SERVICES Office	Barbara Gobbi Debora Galletti Sabrina Bellini	0541 744 216 0541 744 214 0541 744 640	barbara.gobbi@iegexpo.it debora.galletti@iegexpo.it sabrina.bellini@iegexpo.it
Accounting services: deposit payment, balance, invoices, request of invoices	ACCOUNTING DEPARTMENT	Evis Boshku Marilena Ventura	0541 744 219 0541 744 611	evis.boshku@iegexpo.it marilena.ventura@iegexpo.it
Assistance with filling in application forms, company details amendments and assistance with catalogue details	SALES BACK OFFICE	Gemma Chiarabini Simona Di Bartolo Margherita Morigi Isabella Fabbri	0541 744 259 0541 744 208 0541 744 292 0541 744 624	gemma.chiarabini@iegexpo.it simona.dibartolo@iegexpo.it margherita.morigi@iegexpo.it isabella.fabbri@iegexpo.it

WARNING! IMPORTANT INFORMATION FOR EXHIBITORS

International Fairs Directory

For some time now, **International Fairs Directory**, a company registered with branches in other countries, has been sending forms to exhibitor firms asking for any modifications to their company data for publication of advertisements in the Expo-Guide magazine.

On completing and signing the forms, containing the names of Italian exhibition grounds and event trademarks, the firm is then obliged to pay a sum per year.

The above-mentioned company **has NOT and has NEVER BEEN AUTHORISED** to use the name Italian Exhibition Group SpA or our event trademarks. If you should receive forms or proposals from International Fairs Directory, we strongly recommend that you read the terms VERY CAREFULLY before signing.