

### **Cleaning of Bare stands:**

This service is not included in the rental price of stands.

This service involves daily cleaning of the stand each morning before opening.  
Please refer to the order form in the Exhibitors' Area of our website.

#### ✘ **Cleaning services offered:**

- Removal of protective plastic films,
- Emptying of bins,
- Vacuum cleaning of floors,
- Wiping of counters and furnishings,
- Cleaning of machines and/or material being exhibited,
- Provision of small skips,
- Recovery of compulsory used fluids (subject to specific quotation).

#### ✘ **During dismantling:**

- The cleaning provider, **O.M.N.**, is at your disposal at the General Organizer's office located by the entry to Hall 4 for a calculation of the cost of disposing of your materials in a skip.
- We remind you that exhibitors are free to choose their own service providers.



#### **PLEASE NOTE:**

All stands, materials, goods and waste of any sort (adhesives, carpet, etc.) must be removed by the end of dismantling.

If the exhibitor does not use the services proposed by the Organizer, it undertakes to remove and process its products in **compliance with current legislation**.

After the dismantling time has ended, the Organizer may, **at the exhibitor's expense, risk and peril**, take any measures it deems to be useful to remove the materials and waste remaining on site and destroy structures of any kind which not dismantled by the exhibitor.

### **VAT refund: (See form on page 44)**

European tax legislation obliges us to invoice exhibitors for services inclusive of French VAT.

You can reclaim the VAT if your business is not VAT registered in France.

It is vital that you supply the tax authorities with original copies of invoices.

Take care not to lose them as we are not authorized to supply a second original.

You will also find the relevant form in the "order form" section of our "Exhibitor Space" on the website:

[www.graphitec.com](http://www.graphitec.com)

#### **CONTACT:**

TEVEA INTERNATIONAL

64, Rue Ranelagh – F – 75016 PARIS – France

Tel.: 33 (0)1 42 24 96 96

Fax: 33 (0)1 42 24 89 23

Email: [mail@tevea.fr](mailto:mail@tevea.fr)

## **STORAGE AREA AND OFFICES**

A **9m<sup>2</sup> storage area** (2m<sup>2</sup> fitted with shelving) and **2 offices of 9m<sup>2</sup>** equipped with **lockable doors** are also provided.

## **LIGHTING**

1 three-dimensional beam of 10 ml, 6 HPI spotlights and an electricity supply to decorative beam

## **FURNITURE**

Equivalent to 8 sets of furniture supplied (1 table + 3 chairs)

## **COFFEE MACHINE AND REFRIGERATOR**

A coffee machine with **300 servings** and a **140L** refrigerator will be provided.

To purchase additional servings or "drinks kits" on site a GRAIN DE MALICE sales counter will be available at the general organizer's office.

## **PARKING SPACES**

**6 parking spaces** will be allocated to you by the general organizer's office on your arrival.

If you require additional spaces, you can order them before the trade show from the ViParis Porte de Versailles website: [www.viparis.com/epex](http://www.viparis.com/epex) or during set-up, at the Exhibition Centre's exhibitor reception.

## **CLEANING OF THE STAND**

Your stand will be cleaned in preparation for the trade show and cleaned daily before visitors arrive.

This cleaning includes:

- Vacuum cleaning of carpets
- Dusting of furniture and glazing (only externally)
- Cleaning of ashtrays

For all additional services such as waste removal, please fill in the "cleaning order form" on our website:

[www.graphitec.com](http://www.graphitec.com)

## **ADDITIONAL SERVICES**

A list of additional services offered is available from our website in the "Exhibitors' Area" (Additional insurance, floors, signs, etc.)

You will find all the relevant order forms there.

For all information about them you can contact your Exhibitor Relations Executive:

## **COMEXPOSIUM**

Mrs Catherine Aubert

Tel: +33 (0) 1.76.77.11.28

Fax: +33 (0) 1.53.68.95.14

Email: [catherine.aubert@comexposium.com](mailto:catherine.aubert@comexposium.com)