

## **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)

## FLORAL DECORATION

- ✘ **No floral decoration is included in the various stand packages.**
- ✘ For all decoration requirements you can refer to the **GARDEN EXPO** catalogue sent to you with the pack containing all the service providers that have signed up to our “Quality Charter” or contact them directly using the following details:

## GARDEN EXPO

36, Route de Saint Martin  
77580 VOULANGIS  
Tel: +33(0)1 64 63 80 00  
Fax: +33 (0)1 64 63 77 45  
Website: [www.garden-expo.fr](http://www.garden-expo.fr)

A representative of the company will also be present during set-up at our general organizer’s office.

## Your orders for additional electricity, additional water, telephone units, etc.:

You must place all orders for technical services directly with the VIPARIS exhibition centre in Porte de Versailles.

### ✘ PLEASE REFER TO:

- ✘ For all online orders, visit the “Exhibitors’ Area” of the Paris Porte de Versailles exhibition centre website:  
[www.viparis.com/epex](http://www.viparis.com/epex)



### **PLEASE NOTE:**

**Deadline for ordering: May 31<sup>st</sup>, 2009**

For all orders after this date, the Exhibition centre will be obliged to invoice you **an additional 20%**.

## Operational machines:

- ✘ Please fill out the “Operational machines” form, all equipment which will be operational during the trade show must be declared to the Organizer or be deactivated.
- ✘ For further information, you can refer to the trade show’s “Decoration Rules”.
- ✘ Please refer to the online order form in the Exhibitors’ Area of our website.

## Additional insurance:

- ✘ You are reminded that you can take out additional insurance by returning the “Additional Insurances” form to us.
- ✘ Please refer to the order form in the Exhibitors’ Area of our website.