

## EXHIBITOR GUIDE

Company Name : \_\_\_\_\_  
\_\_\_\_\_  
Booth Number : \_\_\_\_\_

### Contained of the guide :

- Description of the booth composition
- Choice of the Name Board
- Choice of Graphic customization
- Choice of accessories
- Rental Furniture
- General Information

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Stands d'exposition & Agencements

[www.proexpo.ch](http://www.proexpo.ch)

Thank you to fill the guide and return it directly to : [marie@proexpo.ch](mailto:marie@proexpo.ch)

Deadline for sending : Monday 19th August

**EPSC**   
EPSC-DPS Joint Meeting 2019  
15-20 September 2019 | Geneva, Switzerland

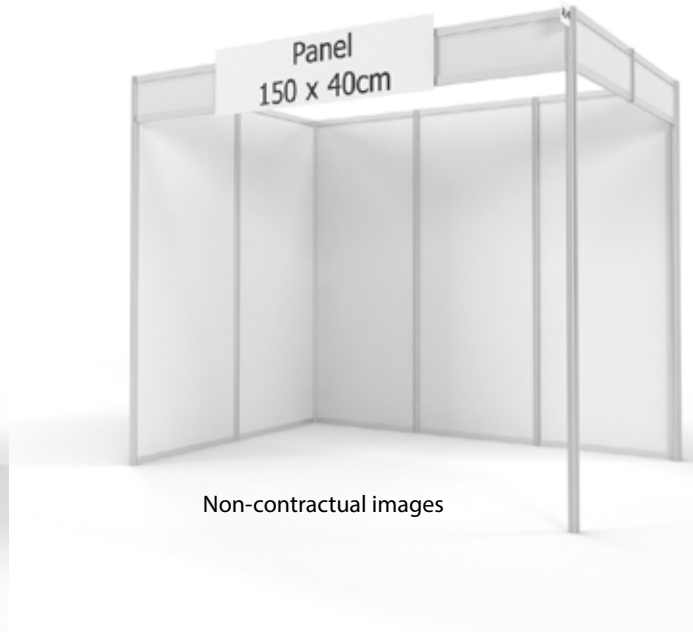
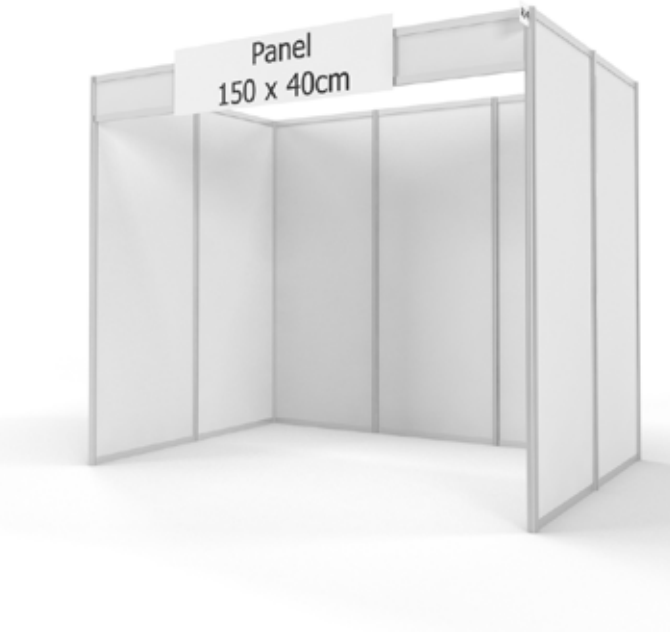
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Tél : +41 22 777 73 04 | Mail : [info@proexpo.ch](mailto:info@proexpo.ch)

## Standard BOOTH

Company Name : \_\_\_\_\_

Booth Number : \_\_\_\_\_



Non-contractual images

Booth composition

- White wall h. 250cm
- Fascia board on open side(s) h. 30cm
- 1 Name board with standard text or logo
- 3 spotlights LED
- 1 triple socket (Swiss plug)

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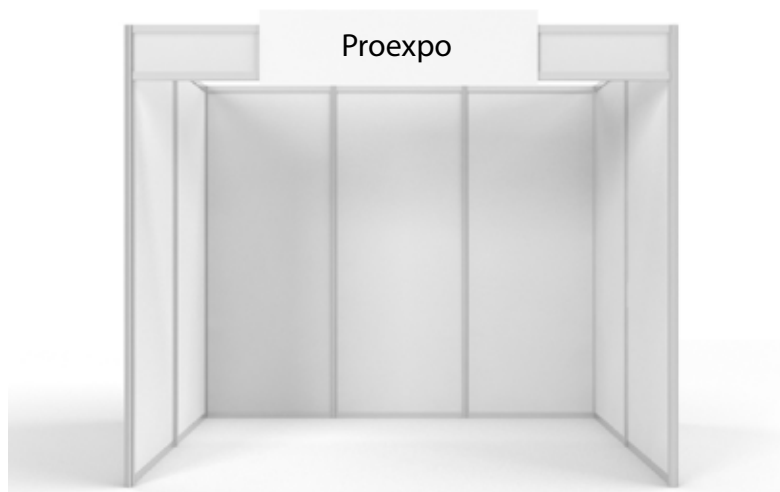
Thanks to this guide, you could find different option to custom your standard booth

## Name board

Company Name : \_\_\_\_\_

Booth Number : \_\_\_\_\_

Option 1 : Standard text



Police : Identical for all exhibitors  
Height 's letters : depend on your global text length

Your text: \_\_\_\_\_

Option 2 : Logo



Logo of your company : **IMPORTANT:** please to send us a file vectorised (.EPS, .AI) or high resolution

## Graphic Customization

Company Name : \_\_\_\_\_

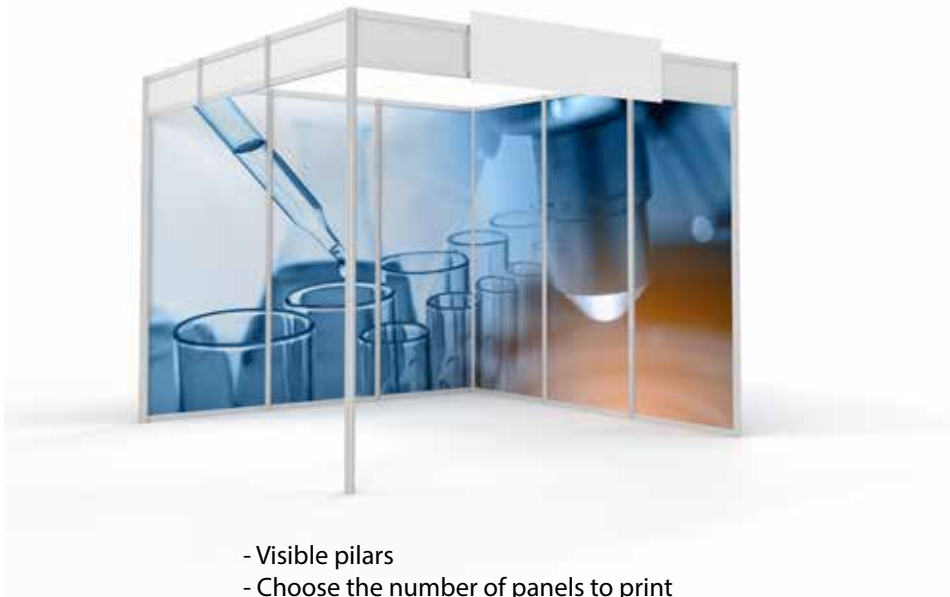
Booth Number : \_\_\_\_\_

### OPTION 1



Printed panel L.100 x H.250cm

295.-HT/pce



- Visible pilars
- Choose the number of panels to print
- Ability to create a visual tracking

### OPTION 2



Printed fabric + hanging system by Signware

95.-HT/m2



- Pilars hided
- A visual tracking in only 1 piece
- ability to keep it after the event

Please to send us a file vectorised (.EPS, .AI) or high resolution with picture incorporated to the file.

**NB : All prices in this guide is HT and currency is CHF**

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**IMPORTANT INFORMATION**

Panels, Fascia boards are the property of Proexpo SA and must not be altered. Damages will be invoiced.  
 We recommend to only use S hook or Blu-tack if you provide your own visuals.

## Accessories



Company Name : \_\_\_\_\_

Booth Number : \_\_\_\_\_

	Qty	Price CHF	TOTAL
Roll ' Up 84 x 204cm		139.-HT	
Roll ' Up 99 x 204cm		236.-HT	

Please to send us a file vectorised (.EPS, .AI) or high resolution with picture incorporated to the file.

	Qty	Price CHF	TOTAL
Additional white wall 100 x h.250cm		76.-HT	
White door 100 x h.250cm		200.-HT	
Additional signboard with standard text or logo		110.-HT	
Additional spotlights		35.-HT	
Additional multi-socket		35.-HT	

## MULTIMEDIA

Terminal + iPad



Terminal + Ipad 9.7"

510.-HT

TV 43" or 65"



TV Screen 43" (96.5 x 57.5cm)  
+ hanging system

720.-HT

TV Screen 65" (146 x 84.5cm)  
+ pedestal

840.-HT

**IMPORTANT:** Be careful to include the location of the TV screen on the graphic design.

## RENTAL FURNITURES

This list is not exhaustive, other furnitures can be request on demand according our stock.

Desk Proexpo



Desk Proexpo , white, storage lockable Sizes : L.107 x W.56 x H.104cm	165.-HT
Print option on the front : Forex printed Sizes : L.106 x H. 85.5cm	150.-HT

High Table FUJI



High Table Fuji, white and chromium plated Sizes : D.60 x H.110cm	162.-HT
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Barstool MOON



Barstool MOON, glossy white and chromium plated Sizes : L.40 x W.46 x H.78cm	69.-HT
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## RENTAL FURNITURES

This list is not exhaustive, other furnitures can be request on demand according our stock.

Table DELIA



Table Delia, white, chromium plated  
 Sizes : L.70cm x H.70cm

156.-HT

Chair BUNNY



Chair BASIC, white, chromium plated  
 Sizes : L.50x W.54x H.56cm

76.-HT

Armchair CONGRESS



Armchair CONGRESS, white leatherette

163.-HT

Brochures holder



Brochures holder (A4), plexi and aluminium  
 H.155cm

110.-HT



## General information

### - Instructions about graphicism

- PROVIDE BY YOURS:

We remind you that the panels, Fascia boards are the property of Proexpo SA et must not be altered. Damages will be invoiced.  
We recommend to only use S hook or blu-tack.



# General information

## - Instructions about graphicism

- PRINTED BY PROEXPO (Roll'Up, Panels, Fabrics...)

Concerning ALL visuals to print, please to send us preferably a file vectorised (.eps, .AI, .pdf) or high resolution.



Bleed area : minimum 50mm (12.5mm for 1/4)

Marging: 50mm real size  
either 12.5mm for 1/4  
NO text, NO logo

Size : 1/4 from real size, millimeters

Résolution : 300 dpi for 1/4

Picture incorporated (thanks to thinking to incorporate your image :  
ex: Illustrator : click on the picture, then «incorporate»



Vectorised Text (Thanks to thinking to vectorise your text after to create it :  
ex: Illustrator : selection your text > Tab «Text» > Vectorised



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### IMPORTANT INFORMATION

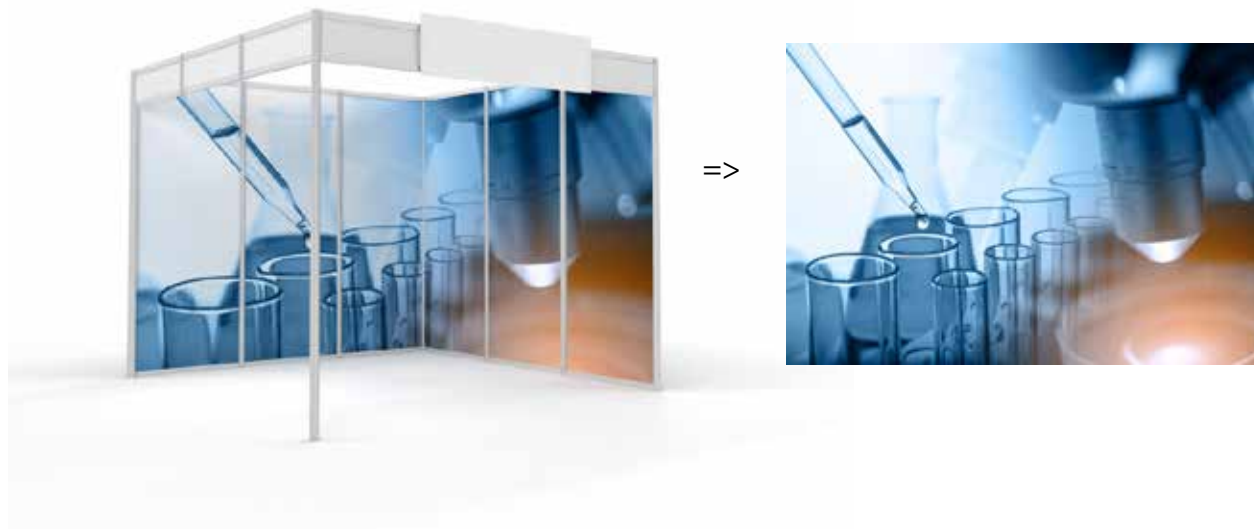
Please respect the deadline which will be given to you, otherwise we can not guarantee the delivery of your products

## General information

Concerning printings on panels

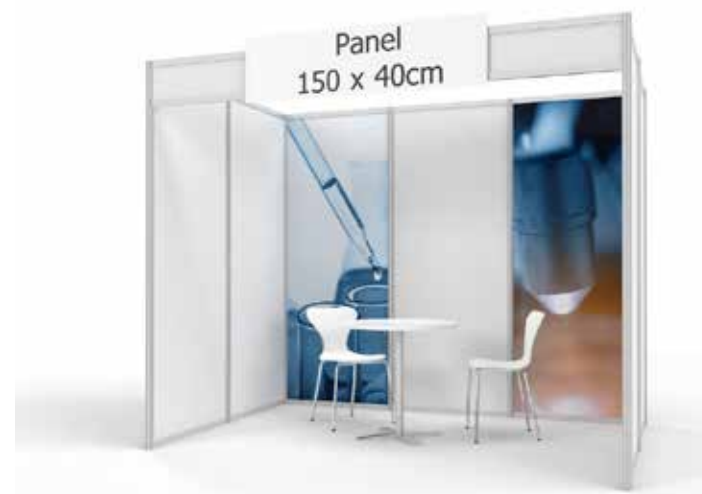
> Tracking visual :

please to provide us the complete visual in 1 file and not several files for each panel



> Unique visual

Please to send us 1 file by panel  
+ a quick plan, sketch to identify the emplacement of  
visuals to assembly.



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**IMPORTANT INFORMATION**

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## General information form

### - EXIBITORS DETAILS

Company Name : \_\_\_\_\_

Booth Number : \_\_\_\_\_

### Oder information

Contact : \_\_\_\_\_

Email : \_\_\_\_\_

Tel : \_\_\_\_\_

Adress : \_\_\_\_\_

\_\_\_\_\_

Postcode : \_\_\_\_\_ City : \_\_\_\_\_

Country : \_\_\_\_\_

### Send the invoice to

Contact : \_\_\_\_\_

Email : \_\_\_\_\_

Tel : \_\_\_\_\_

Adress : \_\_\_\_\_

\_\_\_\_\_

Postcode : \_\_\_\_\_ City : \_\_\_\_\_

Country : \_\_\_\_\_

Please to send your order to : [marie@proexpo.ch](mailto:marie@proexpo.ch)  
**Deadline for sending : Monday 19th August**

### - PAYMENT TERMS :

VAT : 7.7%

Currency : CHF

After order, an invoice will be sent you directly.

Condition of payment : 100 % of the order upon receipt of the invoice.



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Date :	Signature :

By submitting this form or ordering materials or services from Proexpo, you agree to be bound by all our terms and conditions.

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