

EXHIBITOR'S MANUAL

- 2018 -

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GENERAL INFORMATION

The Exhibitor's Manual is designed to offer useful information for the development, in the best conditions, of your participation in the exhibition EXPOAPA 2018. Please read all information carefully and follow all instructions contained in this material. It is also important to respect the deadlines mentioned in the contract and the order forms. In order to be able to provide quality and timely services, orders must be submitted to the ROMANIAN WATER ASSOCIATION headquarters until 30st March 2018 the latest.

The participation to EXPOAPA 2018 can be done only through a signed services contract.

IMPORTANT: Please provide all necessary information requested in this Exhibitor's manual to the persons involved in EXPOAPA 2018 from your company.

For further information, please do not hesitate to contact us at our HQ in Bucharest, phone/fax: +40 21 316.27.87/88, +40 761.688.656 or email: expoapa@ara.ro

Thank you and Have a very successful EXPOAPA 2018.

EXPOAPA 2018

EXHIBITION PROGRAM

ADDRESS: PALACE OF PARLAMENT

13 Septembrie Road, Bucharest, Gate B3 – Entrance E1

PERIOD	HOURS	ACTIVITY
12 th May	08.00-24.00	building of stands
13 th May	08.00-24.00	building/arrangement of stands
14 th May	09.00-17.30	visitation
15 th May	09.00-17.30	visitation
16 th May	09.00-15.30	visitation and closing ceremony
16 th May	16.00-05.00	dismantling of stands

RECOMMENDATIONS:

Complete installation of the exhibits must be made no later than May 14th, 2018, at 9:00h. Any stand unoccupied until May 13th, 20.00h, will be considered abandoned and the destination will be determined by the organizers of the exhibition. If you cannot present yourself at the stand in due time, please send a written note at the Romanian Water Association. Dismantling of stands will start on 16th May 2018, BUT ONLY AFTER 16.00h.

USEFUL INFORMATION:

Constructor and Exhibitor badges are distributed free of charge to the exhibiting companies and are picked up at the Romanian Water Association headquarter starting 4th of May 2018 or at the entrance of the Palace of Parliament starting 13th May 2018. In order to have personalized badges, please fill out and send Form no. 2. Invitations allow visitor's access on 14th – 16th May 2018, according to the visitation hours mentioned above.

ORDER FORMS

(Please return all necessary forms within the stated deadlines)

Form	Title	Compulsory	Deadline	Return to
1	Exhibitor Passes and additional services	Yes	7 April 2018	ARA Exhibition Secretariat
2	Exhibition Invitations		17 April 2018	ARA Exhibition Secretariat
3	Exhibitor's Profile	Yes	27 March 2018	ARA Exhibition Secretariat
4	Advertisement		27 March 2018	ARA Exhibition Secretariat
5	Fascia Lettering and Logo	Yes, for standard scheme	17 April 2018	ARA Exhibition Secretariat
6	Furniture and Accessories	Additional Elements List	17 April 2018	ARA Exhibition Secretariat
7	Tarifs for suplimentary graphics and electric instalments	Additional Elements List	17 April 2018	ARA Exhibition Secretariat
8	Security			ARA Exhibition Secretariat
9	Stand Cleaning			ARA Exhibition Secretariat
10	Telephone and Data Connection		7 April 2018	ARA Exhibition Secretariat

FORM 1. EXHIBITOR PASSES

Deadline: 7 April 2018

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 2018 Catalogue, Technical Conference proceedings, lunches for 14 – 15 May, promotional materials)*

Additional services Price in euro(without VAT) 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

Contact: Eduard STAN

Fax: +40 21 316 27 88

E-mail: eduard.stan@ara.ro

FORM 2. EXHIBITION INVITATIONS

Deadline: 17 April 2018

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**

Contact: Eduard STAN
 Fax: +40 21 316 27 88
 E-mail: eduard.stan@ara.ro

FORM 3. EXHIBITOR'S PROFILE

Deadline: 27 March 2018

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	

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

ARA Exhibition

Contact: Eduard STAN

Fax: +40 21 316 27 88

E-mail: eduard.stan@ara.ro

FORM 4. ADVERTISEMENT IN THE EXHIBITION CATALOGUE

Deadline: 27 March 2018

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:

Full Colour	Price in €	Please check
one full page, back cover	750	_____
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 6 April 2018.

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

Contact: Eduard STAN
 Fax: +40 21 316 27 88
 E-mail: eduard.stan@ara.ro

FORM 6. FURNITURE AND ACCESSORIES

Deadline: 17 April 2018

(without VAT)

COD		TARIFE		
		UM	(EURO/UM)	CANTITATE
1	Booth Structure Elements (Elemente de Structura)			
1.1	Panel in structure (Panou în structură) (2500x1000)	buc	25	
1.2	Panel in structure (Panou în structură) (2500x500)	buc	20	
1.3	Window Panel(Panou geam) (2500x1000)	buc	30	
1.4	Window Panel(Panou geam) (2500x500)	buc	25	
1.5	Folding door(Ușă plianta)	buc	40	
1.6	Curtain (Draperie)	buc	15	
1.7	Window blind (Jaluzea)	buc	10	
1.8	Carpet with protection foil (color preferred) - Mochetă+folie protecție (culoare preferentiala)	mp	7	
	Carpet with protection foil (standard color - chosen for exhibition) - Mochetă+folie protecție (culoare standard - aleasa pentru expozitie)	mp	6	
2	FURNITURE		0	
2.1	Show cabinet (Vitrină) (1000x1000x2000 mm) 2 shelves	buc	115	
2.2	Show cabinet (Vitrină) (1000x500x2000 mm) 2 shelves	buc	90	
2.4	Glazing Desk (Desk vitrat) (1000x500x1000 mm)	buc	60	
2.5	Desk (1000x500x750 mm)	buc	40	
2.6	Desk Info (1000x500x1000 mm)	buc	40	
2.7	Folding door closet (Dulap cu usi glisante) (1000x500x1000mm)	buc	50	
2.8	Display cube (Cub etalare) (500x500x500mm)	buc	25	
2.10	Paralelipiped (500x500x1000mm) pe inaltime	buc	30	
2.11	Paralelipiped (500x500x1000mm) pe lungime	buc	40	
2.12	Shelf in structure (Polita in structura)	buc	10	
2.15	Coat rack (Cuier in structura)	buc	10	
2.16	Table with chromed legs (Masă cu picioare cromate) (800x1200x700 mm)	buc	25	
2.17	Table with chromed legs (Masă cu picioare cromate) (800x800x700 mm)	buc	20	
2.18	Chair (Scaun)	buc	15	
2.19	Table bar type (Masa tip bar)	buc	30	
2.20	Chair bar type (Scaune bar)	buc	20	
3	EQUIPMENTS (Echipeamente si accesorii)		0	
3.1	Waste basket (Cos de gunoi)	buc	2	
3.2	Fan with leg (Ventilator cu picior)	buc	15	
3.3	Planta naturala	buc	50	
3.4	Ashtray (Scrumiera)	buc	2	
3.5	Refrigerator (Frigider)	buc	50	
3.6	Coffe machine (Filtru cafea)	buc	20	
3.7	Brochure stand (Stand brosurii) (H=1.1m, aluminium + plexiglass)	buc	45	
4	AUDIO - VIDEO		0	
4.1	LCD 42"	buc/zi	85	
4.2	DVD PLAYER	buc/zi	20	
4.3	Laptop (medium class)	buc/zi	120	
4.4	Projector (4500 ANSI)	buc/zi	235	
Nota: Tarifele nu contin TVA		SEMNATURA :		

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

ARA Exhibition

Contact: Eduard STAN

Fax: +40 21 316 27 88

E-mail: eduard.stan@ara.ro

FORM 7. TARIFS FOR SUPLIMENTARY GRAPHICS AND ELECTRIC INSTALMENTS

Deadline: 17 April 2018

(without VAT)

COD		TARIFE		
		UM	(EURO/UM)	CANTITATE
5.	GRAPHICS		0	
5.1	Text cu litere normale (pe pazie sau panou l= aprox 1m, h=0.2m)	buc	35	
5.1b	Text cu litere speciale (pe pazie sau panou l= aprox 1m, h=0.2m)	buc	35	
5.2	Sigla (pe pazie l=1m, hmax=0.2m)	buc	50	
5.3	Sigla (pe pazie l=1m, hmax=0.4m)	buc	60	
5.4	Print color indoor pe suport autocolant pvc	mp	25	
5.5	Manopera Caserare cu autocolant sau print	mp	10	
6	ELECTRIC INSTALMENTS		0	
6.1	Branșament electric monofazic $P_i \leq 2.5\text{kw}$, priza monofazica 220V	buc	50	
6.3	Bransament electric trifazic $P_i \leq 8\text{kw}$, priza trifazica CEE 16A, 400V	buc	150	
6.4	Bransament electric trifazic $P_i \leq 16\text{kw}$, priza trifazica CEE 32A, 400V	buc	240	
6.5	Bransament electric trifazic $P_i \leq 30\text{kw}$, priza trifazica CEE 63A, 400V	buc	370	
6.6	Tablou electric (4 circuite monofazice + 1 priza trifazica 16A)	buc	120	
6.7	Reflector 150W	buc	15	
6.8	Reflector 300 W	buc	45	
Nota: Tarifele nu contin TVA		SEMNATURA :		

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Fax: +40 21 316 27 88

E-mail: eduard.stan@ara.ro

FORM 8. 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 9. 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).

USEFUL TIPS

1. Order on time fascia board with the company name, additional equipments and other services. The orders on place will be honored only when paid cash. The orders on place may not be met because of limited stock of a particular item or too long time required to prepare the related installations.

SECURITY MEASURES

Exhibits remain in the care of the exhibitors throughout the exhibition. Exhibition guard outside the hours of the exhibition is provided by the Guard and Protection Service, Parliament Palace is considered a military objective.

Organizers are not responsible for items lost, damaged or stolen. Make sure that your area of exposure is always supervised. Lock in offices the items that can be stolen.

Take an inventory of your samples and products every day.

PRESENTATION RULES

Exhibits must be arranged so as not to be outside the contracted surface of the stand and do not cause clusters on the lanes.

Signaling elements raised high above the stand must have a low weight and a fixture suitable to not affect the resistance structure of the stand or safety of the visitors. It is forbidden to place signaling elements over the passage lanes or outside the surface allocated in the contract.

The companies that build personalized stand are due to present sketches of the signaling elements, their location on the draft stand, accompanied by specifications on materials, technical solutions and total weight.

Multistory stands. Projects of the multistory stands must be approved by the management of the ROMANIAN WATER ASSOCIATION, in accordance with the following rules:

- it is allowed the construction of the second level if the stand area (ground floor) exceeds 100 square meters;
- total maximum height of the stand must not exceed 5 m;
- signaling elements must not exceed the maximum height of stand;
- floor stand must be built inward at least 2.5 m from the lanes.

Noise level. Mechanical or electrical devices that produce sound (tube, audio sound installations) should be used so as not to disturb other exhibitors.

For the stand is recommended an audio installation with a low level of low frequencies. Maximum permissible sound level is 85 decibels. After three exceedences of the maximum noise level during the exhibition, the organizer reserves the right to unplug the electrical installation of the respective stand. Electrical connections can be done the next day. If the exhibitor exceeds the permissible sound level after reboot, it will have as a result the interruption of the electrical supply to the stand throughout the exhibition.

Receptions after exhibition program. Receptions or meetings are prohibited in the exhibition halls after hours visits. Please do not contact the administration of the exhibition halls for approval,

whereas only the organizer manages the halls during the exhibition. Receptions after the visiting program of the exhibition compromise overall security. All exhibitors are asked to free exhibition halls in 30 minutes after the end of the program visiting.

FIRE PROTECTION RULES

1. Exhibitor shall strictly comply with all applicable laws regarding fire protection during building, visiting days of the exhibition and dismantling the stand.
2. Stand structure and materials must comply with the rules set by the Fire Brigade.
3. In the exhibition halls are not permitted inflammable materials, explosives or radioactive materials.
4. To build the stand and for exposure are admitted only fireproof materials.
5. In the exhibition halls is prohibited the layout of storage spaces, to store fuel or flammable materials.
6. In the exhibition halls are not accepted equipments which functions with gas or liquid fuel.
7. Do not store brochures and promotional items in place of presentation, but in one's own stand.
8. Any problem in fire protection that occurs during the exhibition will be announced immediately to the organizers and will be solved by exhibitors and organizers.
9. If the construction works do not conform to the rules of fire protection, the organizer reserves the right to require the exhibitor to comply with these rules.

EXHIBITION RULES

1. **Exhibition Management.** Exhibition Management refers to people of the Romanian Association of Water management, employees and / or representatives of the Romanian Water Association, acting for the organization and good running of the exhibition.

2. **Allowed exhibits.** Will be admitted as exhibits only the materials, goods or services which are falling within the specific of the exhibition, and only those that are presented by exhibiting companies. Management reserves its right not to allow exhibits that may be harmful or dangerous. In the official list of exhibitors, and in the stand fascia will be included only the company name that signed the contract to participate in the exhibition (excepted the country stands). The exposed surface, and space for advertising is limited to surface stand. Materials and / or products that are placed outside the surface are made available to the exhibition management.

3. **Liability limits.** Exhibitor accepts to compensate the exhibition management, exhibition sponsors, owners of the space and their representatives for any expense or loss caused by failure to proper use of the exhibition, and for other damages caused to the people they represent and / or property belonging to them. Exhibitor agrees to pay all damages if the damage was caused by its negligence or tort. Exhibition management is not responsible for the loss, disappearance or damage of exhibits or property belonging to exhibitors.

4. **Vacancy space.** If exhibition space is not occupied by the exhibitor by the date set for installation of exhibits, according to Exhibitor Manual, the space will be available for the management, to be used for other purposes.

5. **Subletting.** Exhibitor is not allowed to sublease the space contracted, in whole or in part. Also,

the exhibitor will not display products or services other than those mentioned in the application form.

6. **Property damage.** Exhibitor is liable for any damage to floors, walls, pillars or other parts of the building and construction materials to the stands and objects contained in the equipment stand (supplied by Management) or property belonging to other exhibitors.

7. **Representatives in the stand.** Exhibitor representatives in the stand can only be its employees and / or its authorized representatives. Representatives from the stand will permanently wear badges provided by the management. Management may limit the number of people in the stand. Exhibitor will care for its stands do not go without staff during operating hours.

8. **Fire protection.** Wiring exhibits and connection to electrical equipment must meet the standards in force, as well as general regulations on fire protection. Exhibitor shall strictly comply with all applicable laws regarding fire protection. Textile decorations must be fire resistant. Smoking in exhibition space is strictly prohibited. There will be a limited the number of people admitted, and the passage lanes and exits in case of fire should not be blocked by exhibits. It can be prohibited the use of storage space behind the stand.

9. **Stand fittings.** Management has a full latitude and authority regarding the location, arrangement and appearance of all items displayed by exhibitor, and may require replacement, rearrangement, or redecoration of any exhibitor or any stand, on the exhibitor's expense. Stand walls or decorations intended to create a separation in respect of an adjoining stand will not have an aspect that disturb other exhibitors. All exhibits must be ready for display at the exhibition opening. Since then, the Management will not allow any movement or arrangement of the exhibits. If stand is not occupied by the exhibitor until the day which preceding the opening of the exhibition, management reserves the right to reassign that stand for other purposes. Exhibitor must observe the rules of exposure contained in the Exhibitor Manual. Exhibitor, whose stand exceeds the limits allowed for height, can be called, at its own expense, to change the stand, to comply with these regulations.

10. **Sound level.** Mechanical or electrical devices that produce sound must function so as to not disturb other exhibitors. In all these cases, management reserves the right to determine acceptable noise level.

11. **Cancellation of the exhibition.** If the space of the exhibition or future exhibition becomes, under the exclusive assessment of Management, unfit for occupancy or if the organization of the exhibition or fulfillment by management of its obligations under the contract (of which these regulations are part), are prevented by any substantial or significant causes not under reasonable control of the management, management may cancel the contract and / or exhibition (in whole or in part). Management is not liable for delays, damage, loss, additional costs or other contingencies that may arise from causes not under reasonable control of management. If the Management cancels the contract and / or exhibition (or any part thereof) according to the above mentioned, Management may retain a part (non-reimbursable) of the rent payable by the exhibitor, necessary to cover costs incurred until the appearance that situation.

12. **Resolving disputes.** If a dispute or disagreement between exhibitor and the owner or between two exhibitors, all applicable regulations of the exhibition data interpretation, the decision

regarding the dispute or misunderstanding taken by the Board in order to resolve the dispute or misunderstanding will be binding on exhibitor.

13. **Reception of goods and exhibits.** Upon arrival, all goods and exhibits will be received in the areas designated by management.

14. **Maintenance and disposal of exhibits.** Management will ensure clean passage lanes. Exhibitor must provide at his own expense, cleanliness and order of the exhibits. All exhibits must remain absolutely intact until the closing ceremony of the exhibition. ***Change or dismantle of a stand before the closing ceremony of the exhibition may result in refusal by the Management to accept or process applications for space at the following exhibitions.*** Exhibits must be evacuated from the building within the time specified in the Exhibitor Manual. If the exhibitor does not clear the exhibits within the time allotted, management reserves the right to store the exhibits at the expense of the exhibitor, without answering the security and technical conditions of high property and stored.

15. **Losses.** Management assumes no responsibility regarding damage to Exhibitor's property or loss during transport on arrival or departure or removal expenses. Deterioration of improperly packaged goods is the responsibility of the exhibitor. Even if the exhibits do not reach the destination, the exhibitor is responsible for the payment of exhibition space. Exhibitors are advised to insure himself against these risks.

16. **Amendment to the Rules.** Any problems with the above rules that do not expressly refer at it are the exclusive competence of leadership. Management has full authority regarding the interpretation, amendment and implementation of the above rules and any amendment, issued by the Board and made accessible to the exhibitor, becomes part of it.

17. **Non-observance.** If exhibitor does not meet exactly or violate obligations as deriving from this contract, including - but not limited - all aspects of the exhibition, Management may terminate the contract without notice and can hold all amounts received in the form of compensation. In this case, management may require the exhibitor to leave immediately the contracted space and exhibition hall with its employees and / or representatives, together with all commercial and personal items.

18. **Agreement to comply with the Rules.** Exhibitor, in its own name and on behalf of its employees and representatives, agrees to comply with the above rules, the annexes to the contract and the Exhibitor Manual, which form part of the contract and all amendments to be implemented by management.