

EXHIBITOR'S MANUAL

- 2020 -

EXPOAPA 2020 CONTENTS

- GENERAL INFORMATION
- EXHIBITION PROGRAM
- ORDER FORMS
- USEFUL TIPS
- SECURITY MEASURES
- PRESENTATION RULES
- FIRE PROTECTION RULES
- EXHIBITION RULES

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 2020. 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 27 March 2020 the latest.

The participation to EXPOAPA 2020 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 2020 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 2020.

EXPOAPA 2020

EXHIBITION PROGRAM

ADDRESS: PALACE OF PARLAMENT

13 Septembrie Road, Bucharest, Gate B3 – Entrance E1

PERIOD	HOURS	ACTIVITY
23 rd May	08.00-24.00	building of stands
24 th May	08.00-24.00	building/arrangement of stands
25 th May	09.00-17.30	visitation
26 th May	09.00-17.30	visitation
27 th May	09.00-15.30	visitation
27 th May	16.00-24.00	dismantling of stands
28 th May	00.00-05.00	dismantling of stands

RECOMMENDATIONS:

Complete installation of the exhibits must be made no later than May 25th, 2020, at 9:00h. Any stand unoccupied until May 24th, 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 27th May 2020, 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 2020 or at the entrance of the Palace of Parliament starting 24th May 2020. To benefit from personalized badges, complete the list provided by the organizer in xlsx format with the name, position within the company and company name and send it to expoapa@ara.ro. The invitations allow visitors access between May 25 and 27, 2020, depending on the visiting 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 2020	ARA Exhibition Secretariat
2	Exhibition Invitations		17 May 2020	ARA Exhibition Secretariat
3	Exhibitor's Profile	Yes	27 May 2020	ARA Exhibition Secretariat
4	Advertisement		27 May 2020	ARA Exhibition Secretariat
5	Fascia Lettering and Logo	Yes, for standard scheme	17 May 2020	ARA Exhibition Secretariat
6	Furniture and Accessories	Additional Elements List	17 May 2020	ARA Exhibition Secretariat
7	Tarifs for suplimentary graphics and electric instalments	Additional Elements List	17 May 2020	ARA Exhibition Secretariat
8	Security			ARA Exhibition Secretariat
9	Stand Cleaning			ARA Exhibition Secretariat

FORM 1. EXHIBITOR PASSES

Deadline: 7 April 2020
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 2020 Catalogue, Technical Conference proceedings, lunches and dinners for 23 – 24 September, promotional materials)*

Additional services 1000 RON (VAT included)

Fill in the names of the persons, the position in the company and the company name and send the completed Excell file to the email address expoapa@ara.ro.

[DOWNLOAD BADGE ORDER](#)
[FORM](#)

FORM 2. EXHIBITION INVITATIONS

Deadline: 17 March 2020

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 **March**. 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 2020

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 format , PDF or vectorial)

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 2020

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	630	_____
one full page, inside front cover	460	_____
one full page, inside back cover	460	_____
one full page, inside	290	_____

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 is NOT included.

Deadline for material and specifications on the material will be send until 27 March 2020.

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 March 2020

(without VAT)

CODE		RATES		
		UM	(EURO / UM)	AMOUNT
1	STANDARD CONSTRUCTIONS			
1.1	Panel in structure (2500x1000)	Each	26	
1.2	Panel in structure (2500x500)	Each	22	
1.3	Window panel (2500x1000)	Each	35	
1.4	Window panel (2500x500)	Each	30	
1.5	Folding door	Each	45	
1.6	Drapery	Each	18	
1.7	Shutter	Each	13	
1.8	Carpet + protective foil (preferential color)	mp	8	
	Carpet + protective film (standard color - chosen for exhibition)	mp	7	
2	FURNITURE			
2.1	Black table with chromed legs (800x1200x700 mm)	Each	26	
2.2	Black table with chromed legs (800x800x700 mm)	Each	24	
2.3	Black chair with chrome legs	Each	18	
2.4	Showcase (1000x1000x2000 mm) 2 shelves	Each	120	
2.5	Showcase (1000x500x2000 mm) 2 shelves	Each	90	
2.6	Stained glass desk (1000x500x1000 mm)	Each	63	
2.7	Showcase (500 x 500 x 2000 mm) 2 shelves, with 3 closed sides, 1 opening	Each	63	
2.8	Desk Info (1000x500x1000 mm)	Each	47	
2.9	Cabinet with sliding doors (1000x500x1000mm)	Each	55	
2.1	Display cube (500x500x500mm)	Each	27	
2.11	Parallelepiped (500x500x1000mm) in height	Each	33	
2.12	Parallelepiped (500x500x1000mm) in length	Each	40	
2.13	Nice in the structure	Each	11	
2.14	Hanging structure	Each	13	
2.15	Bar type table	Each	33	
2.16	Bar chairs	Each	30	
2.17	Desk info Melamine pole with luminous front (1000 x 500 x 1000 mm)	Each	95	
3	EQUIPMENT AND UTILITIES			
3.1	Recycle bin	Each	4	
3.2	Fan with foot	Each	19	
3.3	Natural plant	Each	52	
3.4	Ashtray	Each	4	
3.5	Refrigerator	Each	55	
3.6	Coffee filter	Each	23	
3.7	Brochure stand (H = 1.1m, aluminum + plexiglass)	Each	55	
3.9	Coffee espresso (for coffee beans)	Each	140	
4	AUDIO - VIDEO			
4.1	42 "LCD	units / day	85	
4.2	50 "LCD	units / day	105	
4.3	Video wall / mp (minimum config 2x3 mp)	sqm / day	90	

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 March 2020

(without VAT)

CODE		RATES		
		UM	(EURO / UM)	AMOUNT
5	GRAPHICS			
5.1	Text with normal letters (per guard or panel l = approx. 1m, h = 0.2m)	Each	35	
5.2	Text with special letters (per guard or panel l = approx. 1m, h = 0.2m)	Each	38	
5.3	Logo (per guard l = 1m, hmax = 0.2m)	Each	52	
5.4	Cutting logo / sqm	Each	55	
5.5	Indoor color print on pvc sticker	mp	32	
5.6	Craft Work with sticker or print	mp	10	
6	ELECTRICAL INSTALLATIONS			
6.1	Single phase electrical connection $P_i \leq 2.5\text{kw}$, single phase 220V	Each	50	
6.2	Three-phase electrical connection $P_i \leq 8\text{kw}$, three-phase socket CEE 16A, 400V	Each	150	
6.3	Three-phase electrical connection $P_i \leq 16\text{kw}$, three-phase outlet CEE 32A, 400V	Each	245	
6.4	Three-phase electrical connection $P_i \leq 30\text{kw}$, three-phase socket CEE 63A, 400V	Each	370	
6.5	Electrical panel (4 single-phase circuits + 1 three-phase socket 16A)	Each	170	
6.6	Reflector 70 -100 W	Each	25	
6.7	Reflector 150 W	Each	55	
Note: Rates do not include VAT		SIGNATURE:		

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 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.