

## 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

NB : Prices are done in this guide are HT and CHF. Since 2018, VAT in Switzerland is 7.7%.

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**PROEXPO** 

Stands d'exposition & Agencements

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

22 ch.Champs-Prévost 1214 Vernier / Genève  
 Tél : +41 22 777 73 04 | Mail : [info@proexpo.ch](mailto:info@proexpo.ch)



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## 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

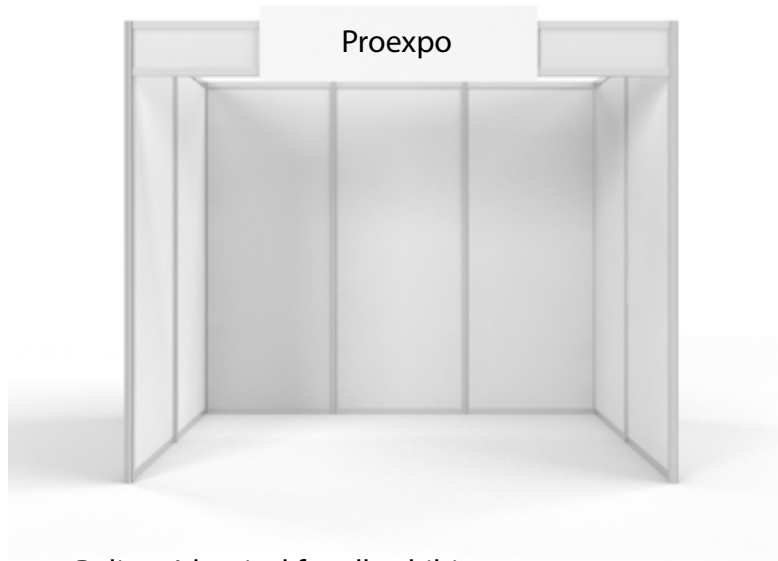


## Name board

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

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

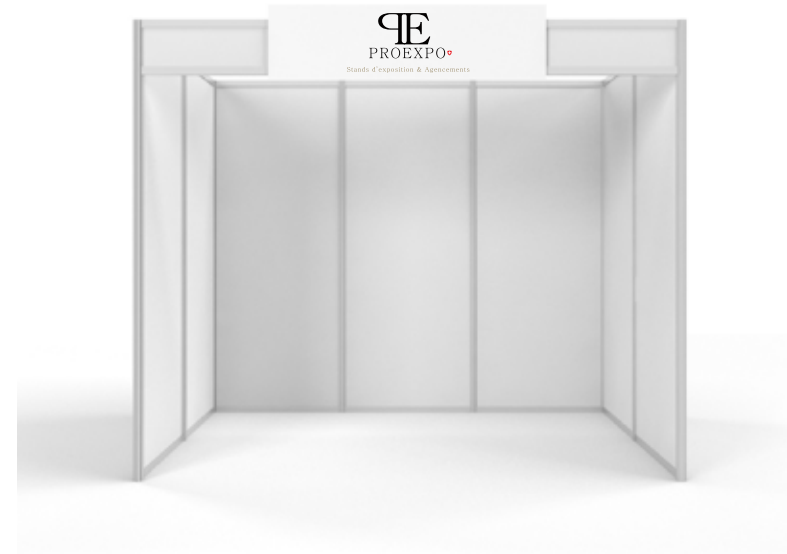
Option 1 : Standard text



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



Price : included in the composition of your standard booth



## Graphic Customization

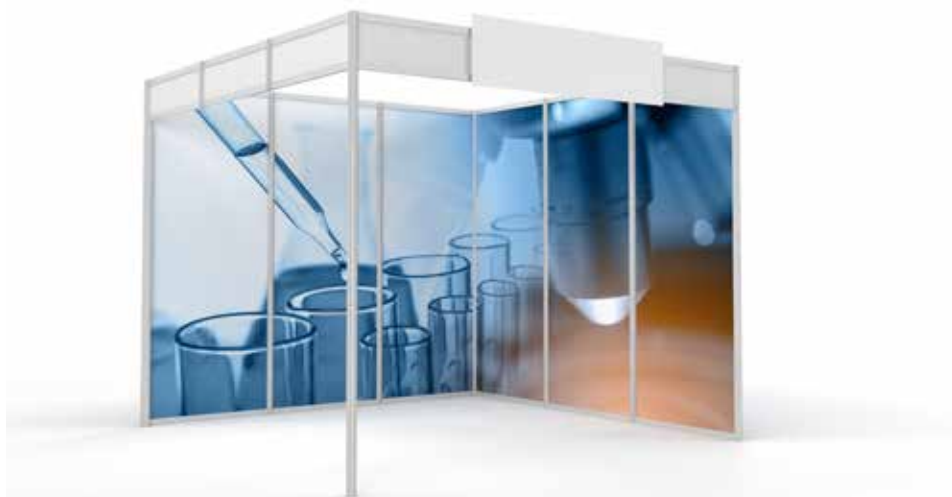
You have 2 choices of finishing, which could be combined:

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

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

Option 1 : Direct print on panel  
100 xh. 250cm

Pilars visible  
Ability to choose the number of panels to print  
Ability to create a visual tracking



	Qty	Price CHF	TOTAL
Printed panel 100 x 250cm		295.-HT	

Option 2 : Printed fabric hanging  
with Sign-Ware

Pilars hidid  
To create a visual tracking in only 1 piece  
Being your property, the fabric could be kept after the event



	Sizes : (cm)	Price CHF/m2	TOTAL
Printed fabric	L: _____ x h.250cm	95.-HT	



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



### 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.

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## 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	

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## Furnitures

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

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

This set is included in all booths

Price : included in the composition of your standard booth

Additional option of furnitures on the following pages (paying options)



Non-contractual image



1	High Table Tapas, square, white and chromium plated Sizes : L.70 x W.70 x H.105cm
2	Barstool MOON, glossy white and chromium plated Sizes : L.40 x W.46 x H.78cm



### IMPORTANT INFORMATION

Once delivered, furnitures are below responsibility of the exhibitor. In case of damages or stolen, the furniture will be invoiced to the exhibitor.



## Rental furniture

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

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

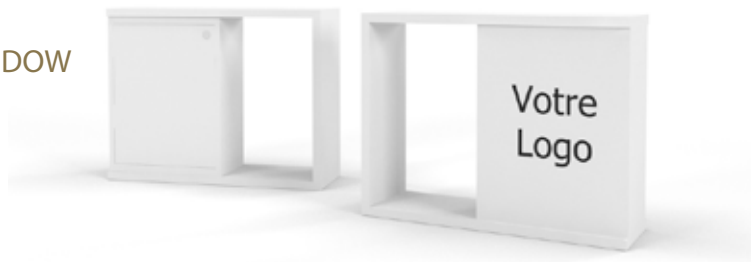
Booth Number : \_\_\_\_\_

Desk Proexpo



	Qty	Price CHF	TOTAL
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	

Desk WINDOW



Desk Window, white, storage lockable Sizes : L.130 x W.40 x H.100cm		165.-HT	
Print option on the front : Adhesive cut to shape Sizes: According to your logo		45.-HT	

High Table TAPAS



High Table Tapas, square, white and chromium plated Sizes : L.70 x W.70 x H.105cm		69.-HT	
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Barstool MOON



Barstool MOON, glossy white and chromium plated Sizes : L.40 x W.46 x H.78cm		49.-HT	
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Company Name : \_\_\_\_\_

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

Table IBIZA



Table IBIZA, from 4 to 6 persons, white  
 Sizes : D.105 x H.75cm

Qty	Price CHF	TOTAL
	138.-HT	

Chair GHOST



Chair GHOST, transparent plexiglas

21.-HT

Armchair CONGRESS



Armchair CONGRESS, white leatherette

89.-HT

Coffee Table INOX



Coffee Table, white and inox  
 L.65 x W.65 x H.155cm

89.-HT  
 by Day





## Rental furniture

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

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

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

Brochures holder QUATRO



	Qty	Price CHF	TOTAL
Brochures holder QUATRO (A4), gray aluminium Sizes : L.28 x W.40 x H.140cm		105.-HT	

TV LG 55"



TV LG 55" inches, 164cm, 4K, 3 HDMI, 1 USB		350.-HT	
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## 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.



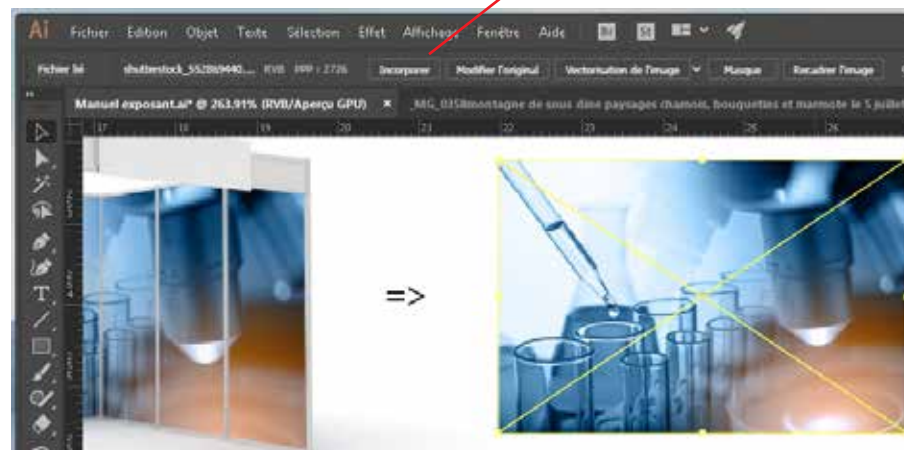
Bleed area : minimum 50mm (12.5mm for 1/4)

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

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## 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

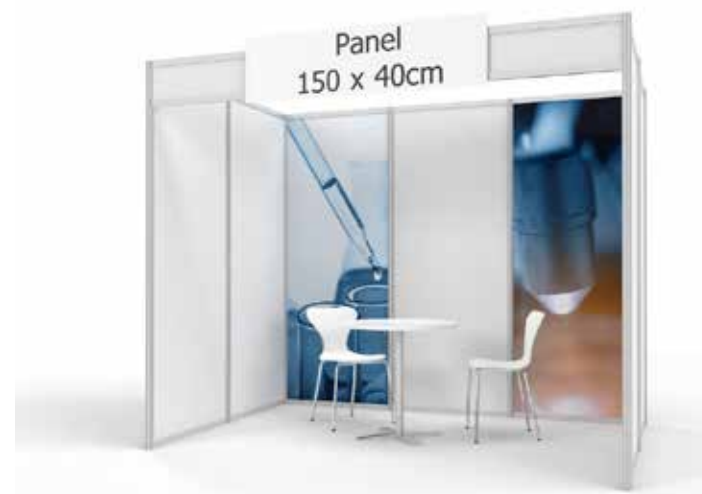


=>



> 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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## 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 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)

### - PAYMENT TERMS

After order, an invoice will be sent you directly.

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



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