

SERVICE BOOKLET
 (English version – short)

Opening Hours for Exhibitors

	From	Until	
4 th October/Wed	8 a.m.	7 p.m.	Construction
5 th October/Fri	8 a.m.	7 p.m.	Construction
6 th October/Sat	8 a.m.	7 p.m.	Construction
7 th October/Sun	9 a.m.	6 p.m.	Trade Show
8 th October/Mon	9 a.m.	5 p.m.	Trade Show
7 th October/Sun	8 a.m.	7 p.m.	Access for exhibitors *)
8 th October/Mon	8. a.m.	5 p.m.	Access for exhibitors *)
8 th October/Mon	5 p.m.	9 p.m.	trade show dismantling **)
9 th October/Tue	8 a.m.	7 p.m.	dismantling
10 th October/Thu	8 a.m.	7 p.m.	dismantling

*) Only Motor vehicles allowed in the outdoor area with permission (CSU: 0039/0471/516118)

**) No motor vehicles allowed in the halls, allowed only in the outdoor area.

Any out of hours access to the halls must be communicated to the Bolzano Exhibition Center and will be permitted only in exceptional cases. This service is available at a fee of 50,00 Euro per hour.

Goods exit permit

At the end of the show, permits for the exit of all goods will be available at the service center upon payment of all outstanding invoices for services provided.

Exhibitors' pass

The exhibitor's and staff passes, may be collected during the construction time at the *reception of Fair Bolzano*.

The number of passes allocated is based on the calculation of the rented sqm of the booth as follows:

Up to 20 sqm	4 passes
From 21 to 40 sqm	6 passes
From 41 to 60 sqm	8 passes
From 61 to 100 sqm	10 passes
Over 101 sqm	12 passes

Additional passes may be purchased at a price of 15,00 Euro ea.

Passes may only be used by the person to whom it has been issued and the number of entrances per day to the exhibition center is limited.

Any misuse of the pass will result in its immediate confiscation. No passes will be replaced for any reason.

Guest entry tickets / coupons

The entrance fee is 18,00 Euro. Exhibitors may purchase guest entry tickets for their clients in blocks of 50 passes for the price of 5,00 Euro for 50 passes. Then the client has the possibility to enter the fair with a reduced price (only 7 Euro / normal price 18 Euro). Upon request, the blocks of passes may be sent to the exhibitor by post or courier at the exhibitor's expense. An invoice will be issued for payment of the block, which is to be settled at the end of the show.

A space is available on the reduced passes for the exhibitor's company stamp.

Exhibitors' parking spaces

Pay Car parks will be available for exhibitors in the vicinity of the exhibition center. Parking spaces must be reserved in advance!

As spaces are limited, it is necessary to reserve them well in advance using the attached form.

If you've ordered a parking space you can collect it during the construction time at the *reception of Fair Bolzano* against a deposit of 20,00 Euro (VAT included) per space.

Official catalogue of the show

The catalogue will be created based on the information given by exhibitors and are free of charge.

No responsibility will be taken for incomplete or incorrect information given.

If you are interested in publishing your company logo, please send us till 7th July 2007 your logo by email to Alexandra.heger@health-and-beauty.com. The costs for this are 85,00 Euro.

Insurance against fire and theft

For those exhibitors, which are not insured against fire and theft, the Bolzano Exhibition Center has arranged a convention with the insurance company Aurora for an insurance policy. Each exhibitor has the opportunity to stipulate this policy directly with Aurora Bolzano (tel. 0039/0471/272225) at a competitive rate. Please see attached form.

The Bolzano Exhibition Center obliges all exhibitors to take out an insurance covering responsibility for third party damage including fire (third parties being visitors, other exhibitors, the Bolzano Exhibition Center and its staff), with the following cover: 15.000,00 Euro for each case of damage, with a maximum of 1.000.000,00 Euro for each damaged person and for damage to objects or to animals. An invoice for the insurance premium will be issued by the Bolzano Exhibition Center together with that for the rent of the area and for the booths (see attached form).

Fax and Photocopying services

Fax and photocopying services are available at the press lounge situated on the ground floor of the service center.

Photography service

The Bolzano Exhibition Center has its own, official photographer. Photography services must be booked at the press lounge in the exhibition center on the first day of the show.

A few technical hints

- A technician will contact exhibitors directly at their booth regarding installation of any ordered telephones.
- We would like to inform exhibitors that the technical application forms (for electricity connection, water, telephone etc.) must be handed in well in advance. Service will not be guaranteed to those who submit application or make changes to their applications after the given date. An additional amount will be charged in these cases.

→ Technical Services
Fax Nr. 0039/0471/516116



Deadline for Submission:
24th October 2007

Please carefully fill in or use stickers:

Company	TAN & NAILS
Address	7 – 8 October 2007
Postcode	email
Town	Internet
Tel	n° stand
Fax	contact person

APPLICATION FOR TELEPHONE AND ISDN CONNECTIONS

___ Our company requires a telephone connection with direct line on the booth (130,00 Euro + VAT).
Phone bill calculated separately.

___ Our company requires a ISDN connection (64 Kb/S) on the booth (210,00 Euro). Phone bill
calculated separately.

___ Our company requires a ISDN connection (128 Kb/S) on the booth (260,00 Euro). Phone bill
calculated separately.

Exhibitors are also obliged to pay for the telephone itself, should this be damaged in any way or not
given back.

date

Signature

→ Technical Services
Fax Nr. 0039/0471/516116



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APPLICATION FOR CLEANING SERVICE

Our company intends to appoint the Bolzano Exhibition Center's cleaning company for the cleaning of its booth.

stand n°: _____ square meters: _____

For the whole duration of the tradeshow yes no

Or on the following days: _____

The cleaning of the booth comprises cleaning of the floor and the exhibition displays (excluding the exhibits), and emptying of the dustbins and the ashtrays. If the booth is lockable (including the cabin), the key must be given to the cleaning company. The exhibitor has to put electricity at the cleaners disposal. Daily cleaning of the booth per square meter costs 10,60 Euro for the first 16 sqm and 0,65 € + 20% VAT for each additional sqm.

_____ date

_____ Signature

→ Administration
Fax Nr. 0039/0471/516111



Deadline for Submission:
Upon availability

Please carefully fill in or use stickers:

Company	TAN & NAILS
Address	7 - 8 October 2007
Postcode	email
Town	Internet
Tel	n° stand
Fax	contact person

APPLICATION FOR EXHIBITORS' PARKING SPACES

Our company intends to reserve a total of _____ car parking spaces, against a deposit of 20,00 Euro (VAT included) per space, for the duration of the tradeshow. For each space (for the duration of 2 days) 12,50 Euro will be charged. The entry height of the car to the parking lot is max. 1,90 m.

Payment is upon collection of the parking permit. The permits can be collected at the reception-office of Fair Bolzano during the construction time.

The parking permit is only valid during the tradeshow period.

_____ date


_____ Signature















Deadline for Submission:
 24th August 2007

Please carefully fill in or use stickers:

Company	TAN & NAILS – 7. – 8. October 2007
Town	email
Tel	n° stand
Fax	contact person

APPLICATION FOR STANDCONSTRUCTION – STYLE

„STYLE“ – what is included:	<p>Color of the des carpeted floor: <input type="checkbox"/> light blue <input type="checkbox"/> blue <input type="checkbox"/> black <input type="checkbox"/> grey <input type="checkbox"/> green <input type="checkbox"/> red <input type="checkbox"/> yellow <input type="checkbox"/> orange</p>
	<p>Color of the wall (100xh290 cm): <input type="checkbox"/> desired color (RAL-tone): _____</p>
	<p>Characteristics: The structure of each panel is 100xh290 cm, the amount of the column on the part that is opened is 40x40cm, storage room 1m x 1m with door an key (h250 cm), graphic (name of the company has no charge, logo at extra charge) on the balks like the picture on the left is shown. (font HELVETICA), 1 hallstand und 1 dust bin Illumination: 1 spotlight (220 V) every 4 sqm and 1 spotlight (100 W) on guide rail each 4 sqm and 1 outlet PRICE: 36,00 € per sqm (The equipment that is shown later is not included) Advice important: Please fill out also the application for electricity connection!</p>
<p>text fort he graphic on the balks: _____</p>	

The equipment for your stand STYLE (on charge):					
	<p>TABLE (white) 37,00 € number: _____</p>		<p>CHAIR in aluminium, 9,00 € number: _____</p>		<p>SHOWCASE “SMALL” aluminium/glas, 3 spotlights 100x42xh105 cm, 145,00 € number: _____</p>
	<p>COUNTER Style 38xh98 arc 120 cm 98,00 € number: _____</p>		<p>STOOL Style h177 cm 16,00 € number: _____</p>		<p>SHOCASE “COLUMN” aluminium/glas, 2 spotlights 52x42xh185 cm 156,00 € number: _____</p>
	<p>SHELF “Wall” wall: 100xh200 cm 44,00 € number: _____</p>		<p>LOGO OF THE COMPANY on the balk 69,00 € number: _____</p>		<p>SHOWCASE “BIG” aluminium/glas, 4spotlights 100x42xh185 cm, 168,00 € number: _____</p>
	<p>BISTRO-TABLE 39,00 € number: _____</p>		<p>COUNTER grey 95x 55xh110 cm 43,00 € number: _____</p>		<p>CUBE (50x50 cm) h40/60/80/100 cm 24,00 € number: _____</p>
	<p>FRIDGE 120 l 56x54xh85 cm 59,00 € number: _____</p>		<p>SHELF (108x40xh185 cm) 25,00 € number: _____</p>		<p>COMMODE (80x50xh70 cm) With cases and lockable 29,00 € number: _____</p>

_____ date

_____ Signature