

assembly services

• Assembly services

The company responsible for stand assembly must pay the Fira for the services detailed below before assembly commences:

- Cost of Fira personnel necessary for the use of facilities (opening halls, manning technical services, operational organisation, office staff).
- Maintenance of halls for third-party use.
- Personnel needed for vehicular and pedestrian access to the venues.
- Hall layout for setting up stands.
- Storage of stand material in common areas (aisles, outdoor avenues, etc.)
- Administration, verification and issue of working passes in line with Social Security regulations.
- Hall lighting during the assembly period.
- Use and maintenance of bathrooms by assembly staff.
- Cleaning of common areas during assembly/dismantling (aisles, bathrooms, etc.)
- Preventative venue surveillance (control room, fire-fighting service).
- Manning of on-site medical facility.

These services will be invoiced in accordance with the rates shown below:

- Carpeting and/or platform:.....1.50 € m²
- Design stand:5.60 € m²

Remember that stands contracted through ServiFira include the above rates in their prices.

Company									
					Contact person				
Tel.					Fax				
E-mail									
Exhibition PERSONAL ESPAÑA									
Precinct <input checked="" type="checkbox"/> Montjuic <input type="checkbox"/> Pavilion 5 Level FOYER Street Standno.									
IDENTIFYING LABEL									
* (To be completed if the decorating company is to be billed)									
Decorating company									
Tax No.					E-mail				
Contact person					Tel. Fax				
SELECT THE ROUTE OF PAYMENT									
<input type="checkbox"/> Transference <input type="checkbox"/> Credit card Expiration Month Year									
<input type="checkbox"/> Bank direct debiting									

ASSEMBLY SERVICES

Please be advised that the company responsible for assembly work must have paid the Fira the rates shown below before assembly commences (see previous page, point 1, Assembly Services):

Please indicate the type of assembly of your stand

Carpeting or platform.....1.50 € m²

Free-build stand.....5.60 € m²

Give the total square metres

TOTAL M²:

Date, signature, name in block capitals and company stamp

_____, ____ of _____, 200__

ServiFira Tel. (+34) 93 233 20 00 - Send by fax to (+34) 93 233 20 80

By signing this document, you as signatory expressly subject yourself to Spanish law and declare that you have received, understood and accepted these General Terms and Conditions of Trade, which you undertake to comply.

If you wish to receive your invoice by fax, please contact the Administration Department on **(+34) 93 233 20 00**

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Valid prices for year 2007. VAT not included.