

ADF 2010 EXHIBITION

CHECKLIST of ORDERS and RETURN DEADLINES

Services included in the rental of your stand:
stand cleaning + 3kW + basic insurance policy + badge reader (reservation required)

	order form no.	to be returned A.S.A.P to	Return deadline	Sent on
Stand design & signboard it is compulsory to return the completed form	1	ADF 7 rue Mariotte 75017 Paris France tel.: +33 (0)1 58 22 17 22 www.adf.asso.fr/exhibition	13.07.2010	
Information about the electronic invitation card	2		13.07.2010	
Pre-paid parking cards	3		14.09.2010	
Office rental	4		14.09.2010	
Decorator's scaled plans (Comulsory if you have chosen the "floor markings" option)	section 5		23.09.2010	
Arrival passes - Authorisation to set up early - Parking facilities	section 5		27.10.2010	
Stand package (all options marked (*) included) - see leaflet for description	5	CREATIFS tel.: +33 (0)1 45 73 30 10	20.09.2010	
Additional services	5a		04.10.2010	
(*) Electrical connections order compulsory if power supply > 3kW (except for stand packages)	6 orders should be placed preferably on line	Exhibitors' Service Palais des Congrès tel.: 33 (0)1 40 68 15 25 www.viparis.com/epex expo@palaisdescongres-paris.com	20.10.2010	
Telephone connections Leased lines Laser Fax machine rental Internet access Water Receptionists Removal services				
Exhibitor badges (on line orders)	7	UBIQUIS Immeuble SCOR 1 av. du Général de Gaulle 92074 Paris La Défense CEDEX	from 11.10 until 18.11.09	
Badge readers	7a		05.11.2010	
Additional security services	8	GPS tel.: +33 (0)1 43 96 12 80/99	30.10.2010	
Insurance - list of exhibits	9	MASCF-ASSURANCES 10 Cour du Triangle de l'Arche TSA 40100 92919 La Défense CEDEX France fax: +33 (0)1 71 23 85 51	10.11.2010	
additional insurance policy > €2,500	10		10.11.2010	
Transport – Customs clearance – Storage	11	E.S.I tel.: +33 (0)1 39 92 87 88	20.11.2010	
Audio-visual equipment	12	JPB tel.: +33 (0)1 46 54 24 13 www.jpbelectro.com	20.11.2010	
(*) Furniture rental Orders to be placed on line Paper catalogue on request	orders may be placed on line	CAMERUS tel.: +33 (0)1 57 14 25 25 www.camerus-system.fr	20.11.2010	