

EPRW 2022

14th EUROPEAN PESTICIDE RESIDUE WORKSHOP

19-23 September 2022
Bologna, Italy



PALAZZO CONGRESSI BOLOGNA
SERVICE HANDBOOK FOR EXHIBITORS

CONTACTS

Organizing Secretariat FULL DAY S.r.l.

Via La Spezia 67, 00182 Rome, Italy

Ph +39 06 7028181

eprw2022@fullday.com

Sponsor & Exhibition

Paolo Missiaja

Ph +39 335 6110 454

p.missiaja@fullday.com

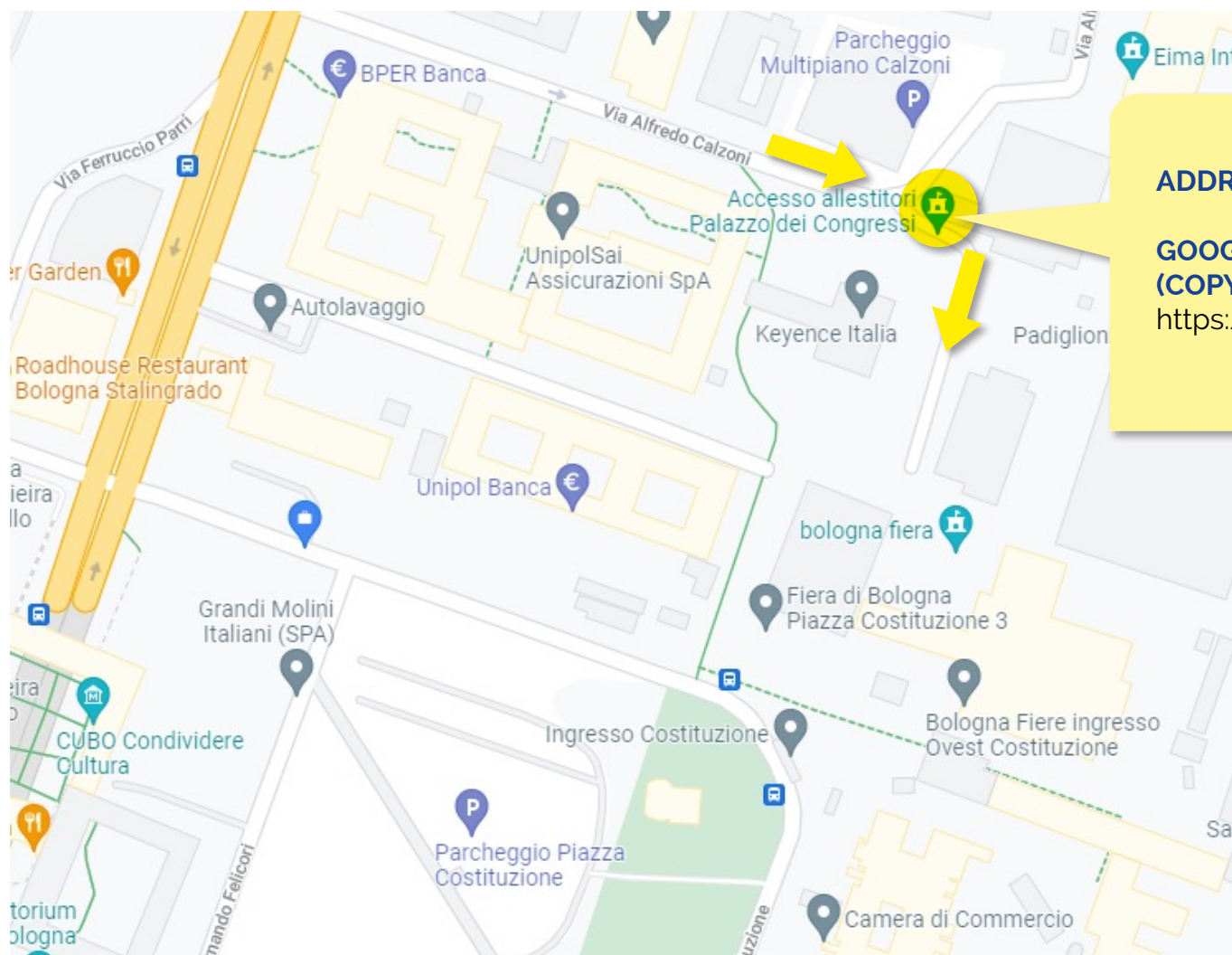
DEADLINE FOR ORDERS

DEADLINE FOR ORDERS OF RENTALS AND SERVICES INCLUDED IN THE HANDBOOK FOR EXHIBITORS

JUNE 30° 2022 - POSTPONED TO JULY 15TH 2022

All orders received by July 15th will be guaranteed at the listed prices.
As from that date, services confirmation is subject to availability check.

ITINERARY FOR STAND BUILDERS AND EXHIBITORS - SETUP / DISMANTLING DAYS



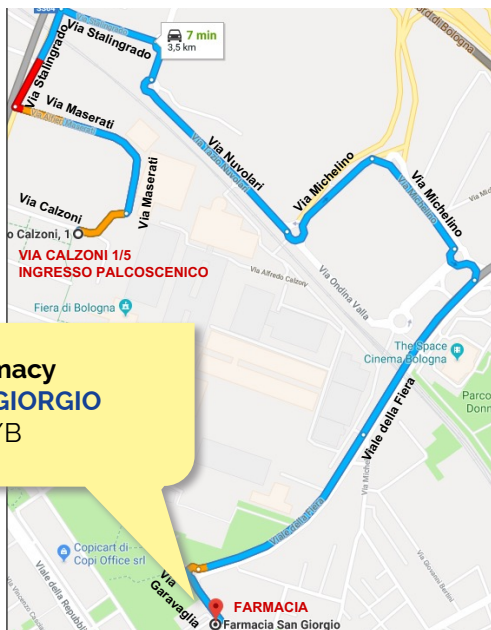
ADDRESS: Via Calzoni 1/5

**GOOGLE MAPS ADDRESS
(COPY AND PASTE)**

<https://goo.gl/maps/XrkDRuvoiEzRaaFG7>

USEFUL ADDRESSES

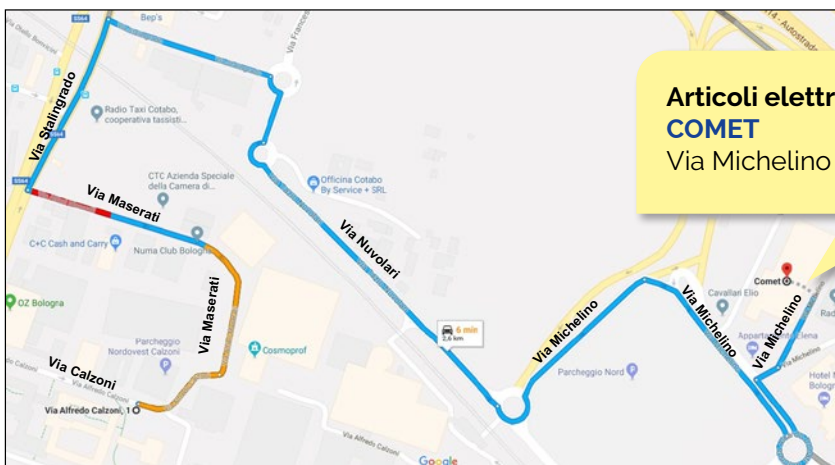
Famacia / Pharmacy
FARMACIA SAN GIORGIO
Via Garavaglia 6/B



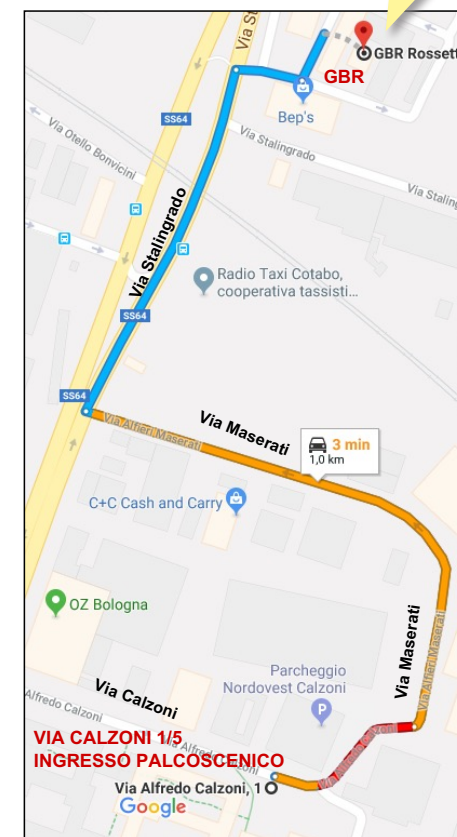
Bancomat / ATM
CASSA DI RISPARMIO
Via Aldo Moro 60



Articoli elettrici/Electrical items
COMET
Via Michelino 105



Cartoleria / Stationery shop
GBR ROSSETTO SPA V
Via Stalingrado 71/7F



DELIVERY/COLLECTION/STORAGE

Deliveries cannot be addressed to Palazzo Congressi Bologna. Any operation referring to delivery, storage, customs clearance and handling goods will be handled by Expotrans. Please contact for prices, conditions and orders:

EXPOTRANS SPA – ph +39 051 864466

leonardo.menarini@expotrans.net
maria.mambelli@expotrans.net

Services offered:

- Goods warehousing service
- Transfer from the warehouse to Palazzo Congressi
- Collection, storage and packages return
- Transfer from Palazzo Congressi to the warehouse
- Customs clearance

During dates of the Workshop shipments may be delivered directly to your Representatives at the booth during exhibition hours, not to Palazzo Congressi staff. Please make sure that your Courier has the direct contact to the receiver.

SET-UP AND DISMANTLING TIMES FOR EXHIBITORS

BOOTH SPACE ONLY

Set-up time:

MONDAY, Sept. 19th **8:30 – 16:30**

Dismantling:

FRIDAY, Sept. 23rd **14:00 – 20:00**

BOOTH INCLUDING SHELL SCHEME

Set-up time:

MONDAY, Sept. 19th **15:00 – 16:30**

Dismantling:

FRIDAY, Sept. 23rd **14:00 – 16:00**

For 'booth space' only exhibitors: Maximum booth height 2,5 mt., unless authorised by Palazzo Congressi Bologna. The company appointed by Palazzo Congressi Bologna may provide a proposal according to your specific needs. For booths built by external companies please send project for approval by Palazzo Congressi Bologna.

EXHIBITION HOURS

MONDAY Sept. 19th

17:00 – 20:00

TUESDAY, WEDNESDAY, THURSDAY

Sept. 20th – 21st – 22nd

8:30 – 18:00

FRIDAY Sept. 23^d

8:30 – 13:00

ORDER FORMS SUMMARY

Services provided by the official suppliers of Bologna Congressi on exclusive basis.

A	FORM A - Extra power supply	PAG 7
B	FORM B - Internet/ wifi	PAG 8
C	FORM C - Additional opening hours	PAG 8
D	FORM D - Porterage, cleaning and goods handling	PAG 9
E	FORM E - Staff request form	PAG 10
F	FORM F - Catering services for your booth	PAG 11
G	FORM G - A/V services for booths	PAG 12
H	FORM H - Booth furnishing and decoration	PAG 14

COMPANY NAME: _____ BOOTH N: _____

A

ELECTRICAL POWER more than 1,5 kw

Each booth space is provided with 1,5 Kw plug, that is included in the exhibition fee. Exhibitors must install a power box with differential switcher in the booth.

Electrical power (kw) more than 1,5kw	Rate for each kw more than 1,5kw	N. Kw more than 1,5kw	Extra kw total cost	Plug cost	Total kw + extra cost
From 1,5 to 3 total kw BLUE SINGLE-PHASE PLUG	20 € / kw			Included for shell scheme booth	
From 4 to 9 total kw RED THREE- PHASE PLUG	20 € / kw			120€	
From 10 to 20 total kw RED THREE- PHASE PLUG	25 € / kw			120€	

More than 20 kw: technical evaluation needed

EXAMPLES

If I need 3 total kw I pay 1,5 kw x 20€ = 30€+VAT

From 1,5 to 3 total kw	20 € / kw	1,5	30	Included	30€ + VAT
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If I need 7 total kw I pay 5,5 kw x 20€= 110€ + 120€ plug = 230€+VAT

From 4 to 9 total kw	20 € / kw	5,5	110	120€	230€ + VAT
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If I need 18 total kw I pay 16,5 kw x 25€= 412,5€+120€ plug = 532,5€+VAT

From 10 to 20 total kw	25 € / kw	16,5	412,5	120€	532,5€ + VAT
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COMPANY NAME: _____ BOOTH N: _____

B

INTERNET AND WIFI

Palazzo Congressi Bologna puts at disposal of participants a top wi-fi service, covering standard needs for up to 2.000 participants. It is however possible to order a private connection.

Internet / wifi	Rate	Number	Total €
WI-FI CONNECTION/WIRELESS (802.11 ABG/N)			
Dedicated password from 1 to 4 connections	360 €		
CABLE CONNECTION/WIRED			
LAN up to 100Mbps	360 €		
GRAND TOTAL			

C

REQUEST FOR ADDITIONAL OPENING HOURS

Palazzo Congressi Bologna opening and closing times: 8:00hrs to 20:00hrs
Request for opening after standard opening hours must be received at least 8 hours before opening time of the required day.

Request for overtime opening	Per hour rate	Requested hours/date	Total €
Waive request to the opening and closing time between 20 and 24 – cost per hour	350 €/h		
Waive request to the opening and closing time between 24 and 8 – cost per hour	500 €/h		
GRAND TOTAL			

COMPANY NAME: _____ BOOTH N: _____

D

PORTERAGE, CLEANING AND GOODS HANDLING

Standard cleaning of the exhibition area will be provided every morning before opening hours.

If you would like to have additional cleaning during the day for your booth area, you may order the service

PORTERAGE	RATE per hour	NUMBER HOURS	DAYS AND HOURS	TOTAL €
Porterage - Working Day per hour rate from 6 a.m. to 11 p.m. (minimum 4 hours service)	22 € / h			
Porterage - Sunday / Holiday / Night rate from 6 p.m. to 11 a.m. (minimum 4 hours service)	30 € / h			
FORKLIFT				
Forklift with operator (up to 3500 Kg) - minimum 2 hours service	85 € / h			
EXTRA STAND CLEANING				
Working day rate / hour	20 € / h			
Sunday / Holiday / Night (from 8 p.m. to 6 a.m.)	26 € / h			
GRAND TOTAL				

COMPANY NAME: _____ BOOTH N: _____

E

STAFF REQUEST FORM FOR YOUR BOOTH

Cancellation terms

A penalty fee for the whole amount will be charged in case the order of the service is cancelled less than 48 before the starting day.

HOSTESS AND STEWARD MINIMUM SERVICE 4 HOURS	RATE per hour	NUMBER of STAFF	DAYS AND HOURS	TOTAL €
Working Day per hour rate from 6 a.m. to 11 p.m. (minimum 4 hours)	20 € / h			
Holidays and night per hour rate from 11 p.m to 6 a.m.	22 € / h			
NON ARMED SECURITY MINIMUM CALL 5 HOURS				
Week day rate per hour from 6 a.m. to 11 p.m.	20 € / h			
Holidays and night rate per hour (from 11 p.m. to 6 a.m.)	22 € / h			
GRAND TOTAL				

COMPANY NAME: _____ BOOTH N: _____

F

BOOTH CATERING SERVICES REQUEST FORM

Service	Number of bottles / packages	Cost per unit	Number of items Sept. 20°	Number of items Sept. 21°	Number of items Sept. 22°	Number of items Sept. 23°	Total €
Natural water lt. 1,5		2€					
Sparkling water lt. 1,5		2€					
Natural water lt. 0,5		1€					
Sparkling water lt. 0,5		1€					
50 Disposable glasses		5,5€					
50 Plastic glasses		5,5€					
Prosecco di Valdobbiadene lt. 0,75		18€					
Single dose chips 30 gr.		1€					
Coffee machine H30 L30 D30 with 200 pods, glasses, stirrers		230€					
200 extra pods for coffee machine		198€					
Sugar 1 kg		1€					
GRAND TOTAL							

G

A/V SERVICES

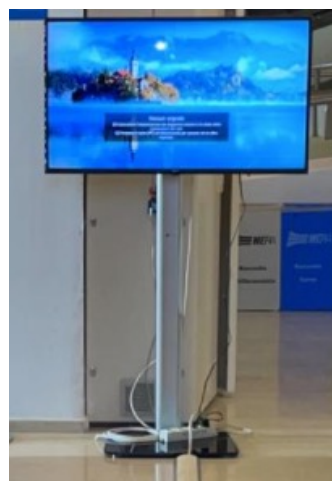
REAL 4K UHD 43"

Smart LG Ultra HD screen provides images in Real 4K with brilliant colours and incredible details, resolution four times higher than a Full HD TV screen.

with TABLE SUPPORT



with FLOOR SUPPORT



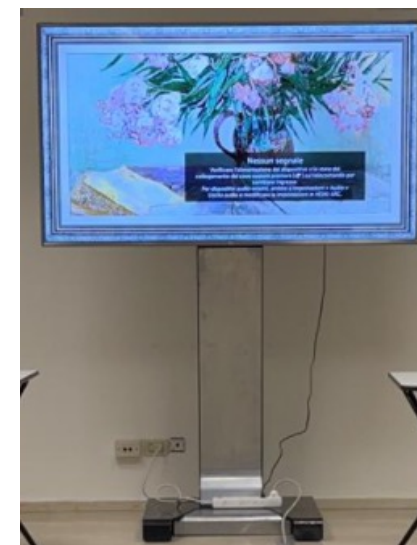
REAL 4K UHD 70"

Smart LG Ultra HD screen provides images in Real 4K with brilliant colours and incredible details, resolution four times higher than a Full HD TV screen.

with TABLE SUPPORT



with FLOOR SUPPORT



COMPANY NAME: _____ BOOTH N: _____

G

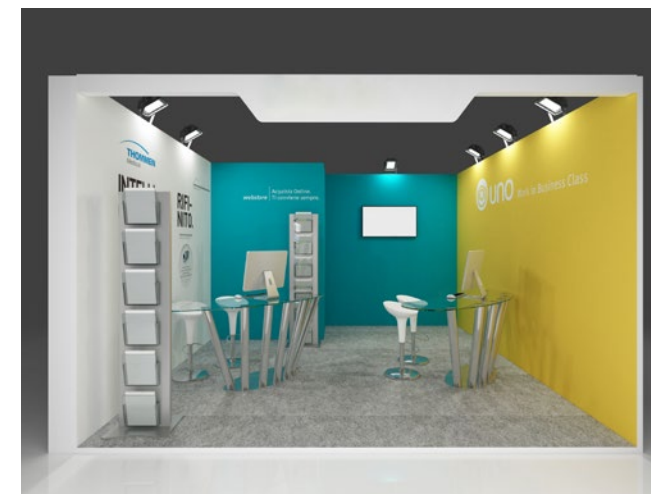
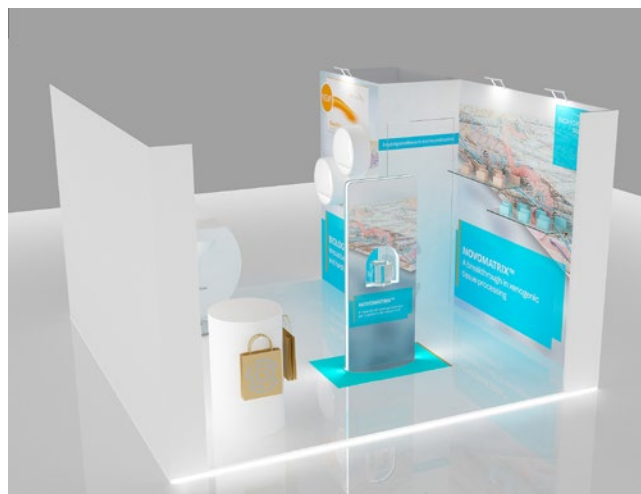
A/V SERVICES FORM

All equipments provided are not covered by insurance against risks of damage/loss/theft, which are at the client's charge.

Item	1 Day rate €	2-3 Days rate €	4-5 Days rate €	Quantity	Total €
43" screen - table support	220,00	374,00	484,00		
43" screen - floor support	231,00	407,00	506,00		
70" screen - table support	440,00	792,00	968,00		
70" screen - floor support	451,00	803,00	990,00		
ASUS or similar Notebook win 10	110,00	198,00	242,00		
MacBook Pro 15"	198,00	356,50	435,50		
Adapter USBC/HDMI (sale)	44,00				
Cable HDMI 5 mt	4,50	7,50	10,00		
Cable HDMI 10 mt	6,50	11,00	14,50		
Technical assistance / day	385,00				
TOTAL €					

Only for equipment provided by Bologna Congressi

H BOOTH FURNISHING AND COMMUNICATION TOOLS | CUSTOMIZED STAND



H

BOOTH FURNISHING AND COMMUNICATION TOOLS | FURNISHING



cod. 1

Beige chair with armrest
€ 33,00



cod. 2

Black Easy chair
€ 18,00



cod. 3

White chair
€ 27,50



cod. 4

White armchair
cm 66x62 h 63
€ 88,00



cod. 5

Stool
cm 35x35 h 71
€ 34,50



cod. 6

White high Bombo stool
€ 39,50



cod. 7

Low table
cm 140x70 h 74
€ 69,00



cod. 8

Square high top table
h cm 113
€ 93,50



cod. 9

White round table
h cm 76
€ 60,50



cod. 10

Short living room table
cm 55,5x55 h 45
€ 22,00

H BOOTH FURNISHING AND COMMUNICATION TOOLS | FURNISHING



cod. 11

Wooden desk with cupboard
cm 80x41 x h 111 cm

€ 121,00



cod. 12

Reception desk
cm 100x50 h 100

€ 81,00



cod. 13

Wooden locker with key
dim. 80x41 x h. 72,5 cm

€ 88,00



cod. 14

Showcase
cm 77,5x40,5 h 9

€ 99,00



cod. 15

Hat stand
cm 40x40 h 177

€ 21,00



cod. 16

Bar fridge 140 litres
cm 55x60 h 85

€ 99,00



cod. 17

Multi plug adapter

€ 27,50



cod. 18

Black dust bin

€ 3,50



cod. 19

Roll up including
graphics - cm 80 h 200

€ 135,00

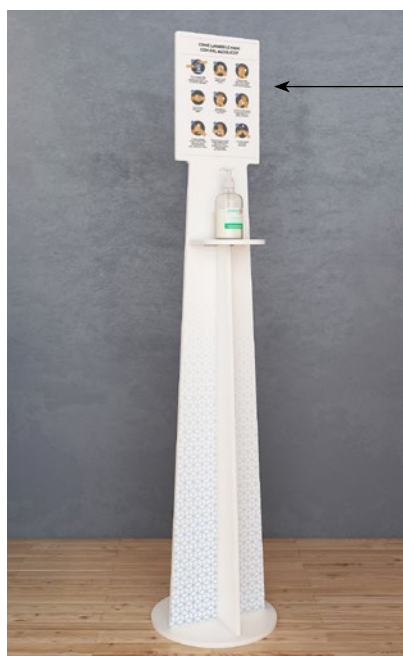


cod. 20

Folder stand
6 plexiglass folders

€ 97,50

H BOOTH FURNISHING AND COMMUNICATION TOOLS | SAFETY EQUIPMENT AND ACCESSORIES



Customizable area size 24x35 cm. Possibility to add a brochure pocket A4 format.

Hand sanitizer gel dispenser "EASY"

Self-standing forex totem
thk. 10 mm - size 30xh140 cm
with gel bottle 500 ml housing and drip shelf.

cod. **21** for sale
€ 159,50 + VAT

cod. **22** for rent
€ 85,50 + VAT



Gel counter dispenser "EASY"

Holder in forex **thk. 5 mm, size 35x17xh25 cm**
with gel bottle 500 ml housing.

cod. **23** **€ 46,00 + VAT**



Sanitizing gel bottle

Sanitizer gel bottle 500 ml with dispenser spout.

cod. **24** **€ 8,00 + VAT**

H

BOOTH FURNISHING AND COMMUNICATION TOOLS

TECHNICAL FEATURES FOR FILES PRINTING

- Files created with Adobe Illustrator, Adobe InDesign, Adobe PhotoShop or PDF, TIF and EPS in high definition.
- Attach correctly-linked images.
- Images resolution: real size in 100 dpi or 1/3 of the final size of the print, in 300 dpi.
- the images must be always in four-colours process (CMYK);
- Convert each text into traces.
- If it is asked to modify the text, as an exception, enclose files not in traces but their fonts.
- Print (also in W/B) "definitive" in every work.
- If the accuracy of colours is requested, try to provide us a printing proof.
- If the files are too heavy to be sent by e-mail, you can use Wetransfer.

WALL GRAPHIC EXAMPLES BOOTH

Booth BASE 2x2 mt



Booth BASE 4x2 mt



Booth BASE 3x2 mt



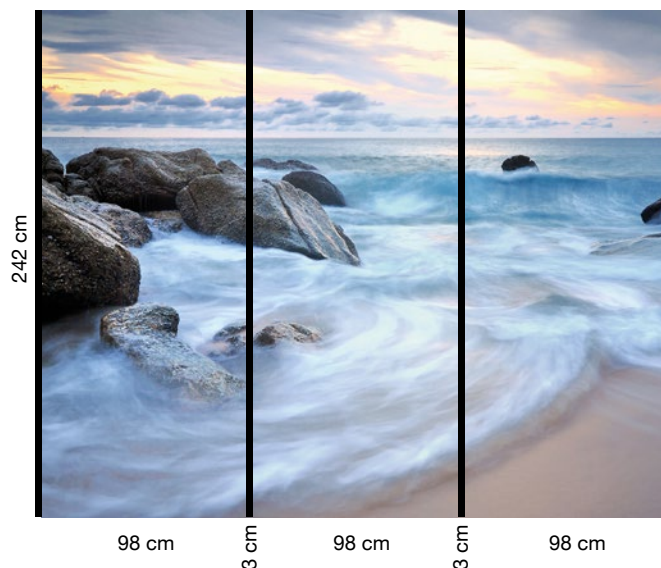
H BOOTH FURNISHING AND COMMUNICATION TOOLS | GRAPHICS FOR BOOTH WALLS

Whole dimension of image for customization

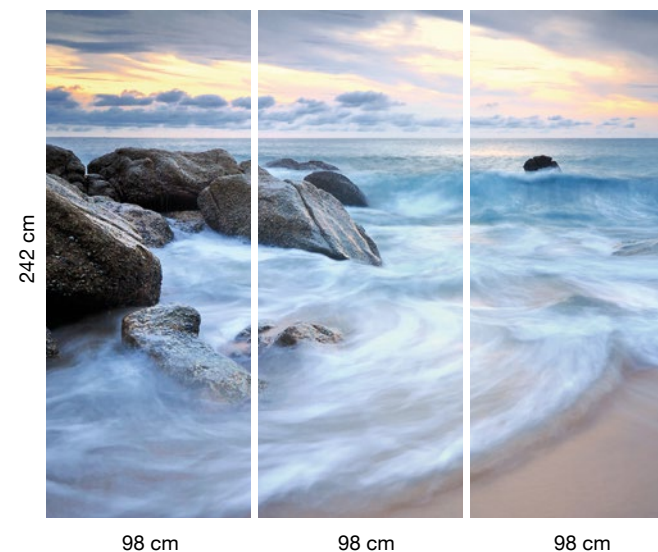


dim. 300x242 cm

Rendering of customized wall



Files partition with effective dimension to print



Side of other lengths are multiples of these sections (ex. 2 meters side is made of 2 graphics 98x242; a 4 meters side is made of 4 graphics 98x242).

The files must be provided in high definition (real size in 100/120 dpi)
PDF, TIF, JPG

COMPANY NAME: _____ BOOTH N: _____

H

BOOTH FURNISHING AND COMMUNICATION TOOLS | FORM

cod.	Item	Per unit price €	Number of items	Total €
1	Beige chair with armrest	33,00		
2	Black easy chair	18,00		
3	White chair	27,50		
4	White armchair	88,00		
5	Stool	34,50		
6	White high Bombo stool	39,50		
7	Low table	69,00		
8	Square high top table	93,50		
9	White round table	60,50		
10	Short living room table	22,00		
11	Wooden desk with cupboard	121,00		
12	Reception desk	81,00		
13	Wooden locker with key	88,00		
14	Showcase	99,00		
15	Hat stand	21,00		
16	Bar fridge	99,00		

cod.	Item	Per unit price €	Number of items	Total €
17	Multi plug adapter	27,50		
18	Black dust bin	3,50		
19	Roll up including graphics	135,00		
20	Folder stand	97,50		
21	Hand sanitizer gel dispenser – for sale	159,50		
22	Hand sanitizer gel dispenser – for rent	85,50		
23	Gel counter dispenser 'easy'	46,00		
24	Sanitizing gel bottle	8,00		
25	Personalised graphic for the company name board	92,50		
26	Customized desk	77,00		
27	Customized showcase	77,00		
28	Graphics for booth walls BASE 1 pannel b.98 x h.242 cm	182,50		
29	Carpet color changing	11,00/sqm		
TOTAL €				

COMPANY NAME: _____ BOOTH N: _____

ORDERS SUMMARY

	ORDER SUMMARY	Total order €
A	Extra power supply	
B	Internet/wifi	
C	Additional opening hours	
D	Porterage, cleaning and goods handling	
E	Staff request	
F	Catering services for your booth	
G	A/V services for your booth	
H	Booth furnishing and decoration	
TOTAL €		

Total amount will be invoiced by the Workshop organizer, Full Day Srl.